

Aftercare Teacher Job Description

Position Summary

The Aftercare Teacher provides care, supervision, and guidance to elementary students while they await their tutoring sessions. Reporting to the Teacher of Organization and/or the Chief Programs Officer (CPO), the Aftercare Teacher manages the aftercare room(s), monitors student well-being, implements the HART program, and maintains a safe, organized, and welcoming environment for students at the assigned school site.

Key Responsibilities

Leadership & Environment Management

- Post and review aftercare room rules with students
- Follow the READ USA Student Code of Conduct and document student discipline with support from the Teacher of Organization
- Cultivate positive interactions and relationships with READ USA partner teachers, READ USA staff, and school district personnel
- Maintain professional communication with all personnel inside and outside the tutoring program
- Support READ USA programs as directed by the CPO

Program Operations

- Track daily student attendance, meal, and snack information on the aftercare attendance sheet
- Follow the aftercare room daily schedule
- Implement the HART program with fidelity following the daily schedule
- Respond to HART program requests including assessments, reports, and material management in a timely manner
- Maintain the aftercare classroom and materials in a neat and organized manner
- Ensure the safe release of students to responsible adults at the end of the program day
- Maintain awareness of and implement safety plans as required
- Communicate with parents/guardians as needed regarding student well-being and attendance
- Support READ USA programs as directed by the CPO

Qualifications

- High school diploma or equivalent
- Teaching experience, OR full-time paraprofessional experience, OR retired educator
- At least 18 years old
- Strong organizational and communication skills
- Excellent verbal and written communication skills with attention to detail
- Ability to build and maintain positive relationships with students and families
- Personal qualities of integrity, credibility, and demonstrated commitment to READ USA's mission
- Personal and reliable transportation to the assigned school site

Time Commitment and Service Expectations

- Presence at assigned school site before tutoring starts through program end on Tuesday through Thursday, 3:15 to 6:00 pm
- Reliable attendance and punctuality
- Participation in programmatic initiatives as directed by the Teacher of Organization and/or CPO

Reporting Structure

Reports to: Teacher of Organization and/or Chief Programs Officer (CPO)

Equal Opportunity

READ USA is an equal opportunity employer.