



JOB DESCRIPTION

SCHOOL-AGE TEACHER/10-month Split Shift

Definition

Each teacher is responsible for implementing the center's educational program. She/he is accountable to the Site Director and required to adhere to all OCFS Regulations.

Qualifications

Must meet one of the following:

- Bachelor's Degree with Elementary Teaching Certification.
- Associate's Degree in a related field.
- School Age Child Care Credential (SACC) with experience in early childhood education
- High school diploma with early childhood education experience; 2+years preferred

Physical Requirements

- Lifting: must be able to lift to 40 lbs.
- Must be able to stand, sit (sometimes on low children's chairs), walk, bend, and sit on the floor
- Must be able to take an active part in emergency drills.
- Must be able to maneuver up and down stairs daily.
- Must be able to accompany and interact with children on field trips
- Must be able to ride a bus
- Must be able to go outside and interact with the children daily (weather permitting)
- Must be able to complete paperwork and do computer entry requirements

Responsibilities

- Responsible for planning, preparing, and executing age-appropriate activities to accomplish the goals and support the philosophy of Our Children's Place centers.
- Each teacher will be responsible for the safety and care of the children at all times under his/her supervision.
- Follow the curriculum provided and create a learning environment that is structured, engaging, fun, and safe.
- Communicate with parents at every opportunity on their child's development and activities.
- Completing paperwork daily to meet OCFS regulations.

Split Shift Position (September through June)

This position requires employees to work a split shift. Employees will be scheduled for AM care hours (6:30-8:30 am) and, depending on the center's need, return to work a PM shift 12-6 pm or 2-6 pm). During half days, all school-age employees will return at 12 and work until the ratio. On full days and vacations from the school district, 8-hour shifts will be supplied by the director. School-age teachers may be asked to cover other rooms in the center when the ratio permits. Full-time hours are considered 35- 40 hours per week.

Evaluation of Job Performance

Teachers will undergo formal yearly evaluations. These evaluations will be conducted by the Director, who is that teacher's direct supervisor, with input from the Executive Director. Teachers will be asked to complete a self-evaluation, and yearly goals will be determined by the administration and individual staff consensus. The director will provide an evaluation report, and the teacher will acknowledge and sign the report.

This description reflects management's assignments of essential functions; it does not prescribe or reflect the tasks that may be assigned.

This description is subject to change at any time.