

**Arlington Boys & Girls Club**  
**60 Pond Lane**  
**Arlington, MA 02474**

**Position Title:** Extended Day Teacher

**General Statement of Duties and Responsibilities:**

The Extended Day Teacher is responsible for the direct care of the children attending ABC Preschool's Extended Day Program.

**Supervision Received:**

Under the general supervision of the ABC Preschool Director.

**Duties and Responsibilities:**

- Responsible for the safety and wellbeing of the children they supervise in the Extended Day Program.
- Responsible for planning and executing daily activities.
- Records daily attendance.
- Facilitates daily snackss and specific rest/quiet time.
- Handles discipline problems in a manner consistent with the program's behavior management policy.
- Participates in scheduled staff meetings as needed.
- Participates in training and courses in professional growth.

**Qualifications and Entrance Requirements:**

- The Extended Day Teacher must be at least 18 years of age.
- High School Diploma or equivalent. (some college experience preferred)
- Experience working with children
- Current First Aid and CPR certifications. (onsite training may be available if applicant does not have the fore-mentioned certifications).
- Required to attend professional development training approved by the Department of Early Education and Care. Professional development workshops will be arranged by the ABC Preschool Director.

**Other:**

- Hours: Monday thru Friday 11- 4pm (additional hours possible)