

**JOB DESCRIPTION  
SCHOOL AGE TEAM TEACHER**

**JOB SUMMARY**

Responsible for direction and overall supervision of a group of school-age children before or after school, and during summer months. Performs activities that ensure the safety, involvement, and creativity of each individual in the group. Works with lead teacher to discuss and aide in the implementation of daily plans in accordance with the current curriculum, incorporating the Ohio Department of Education Standards.



**SPECIFIC DUTIES OF THE JOB**

- ♦ Plans and executes a variety of activities for children.
- ♦ Activity Concentration:
  - ⇒ Small and Large Group (Sports) Games,
  - ⇒ Creative Science, Art, Language Activities that are Fun.
- ♦ Prepares classroom before children arrive: Set-up snacks, arranges activities, etc...
- ♦ Greets each parent and child daily.
- ♦ Keeps children interested with activity.
- ♦ Gives positive direction to children to prevent arguments, conflicts or fights.
- ♦ Gives guided tours of the classroom to new enrolling parents.
- ♦ Cleans and organizes classroom at the end of each shift and as needed..
- ♦ Conducts parent conferences on child's development and behavior.
- ♦ Completes required paperwork: records children's attendance, conducts daily health checks, completes a written daily plan that is both age and developmentally appropriate, signs in and out on Staff Classroom Sign in/Out form.

**EDUCATIONAL REQUIREMENTS:**

High school diploma required. Associate Degree or higher in Early Childhood or Elementary Education preferred. Must attend training classes designed to broaden professionalism, education and skill involving child care and development as required by Federal and state regulations and Administration.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge and experience working with school age children 5-12 years.
2. Knowledge of activities and topics that interest school age children.
3. Knowledge of safety issues concerning school age children.
4. Skills in patience and consistency.
5. Skills in giving direction without being unreasonable.
6. Skills in negotiation and talking with children to teach them to problem solve.
7. Is fair and reasonable with rules.
8. Shows flexibility when "teachable moments" occur.
9. Plans and prioritizes work and time.
10. Reacts and moves quickly. Handles emergencies effectively.
11. Foresees problems and redirects children before an incident occurs.
12. Consults and talks with parents without being offensive, angry or defensive.
13. Enjoys and has fun interacting and working with school age children.
14. Assists lead teacher and administrators by following instructions and carrying out duties in a professional manner.
15. Acquire knowledge of the current curriculum and implement the curriculum practices in the classroom.

X \_\_\_\_\_ X \_\_\_\_\_  
Employee Name (please print) Employee Signature Date

X \_\_\_\_\_ X \_\_\_\_\_  
Department Head Date Learning Center Director Date

**JRC Learning Center**

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