

## **READ AfterSchool**

### **Job Description - Teacher**

#### **Roles and Responsibilities**

READ AfterSchool teachers make a powerful impact as educators, advisors, and mentors. They play an important role in supervising students, providing feedback for the improvement of the program, and providing coaching to READ staff.

Responsibilities include:

- Provide leadership by supervising students in assigned groups, and assisting students with educational and recreational activities.
- Provide homework guidance and assistance to students.
- Provide feedback to READ on the best ways for the AfterSchool program to improve homework efficiency, to support the specific needs of their school, and to strengthen the school partnership.
- Assist with attendance and student signout as needed. Ensure parents or authorized adults sign out children daily, and provide feedback to parents upon checkout
- Assist with accepting and recording payments from families as needed
- Provide feedback to management on best practices, curriculum development, and programming. Additional opportunities exist for teachers to participate in READ AfterSchool's curriculum and program development.
- Communicate issues to management timely and document behavioral issues in accordance with READ AfterSchool's policies as needed.
- Mentor developing instructors. Provide guidance and coaching to staff to assist them with developing strong classroom management practices.
- Provide assistance to the site manager and other staff as needed.

#### **Qualifications**

Required:

- Degree in elementary education
- Certified in elementary education
- Current experience working as a classroom teacher
- Lots of energy, lots of patience, and a positive attitude

Preferred:

- Currently working as a classroom teacher at a READ AfterSchool site

A Plus

- Experience working in a recreational or out-of-school environment