



## ALIEF INDEPENDENT SCHOOL DISTRICT After School Program Teacher



### General Description

Under direction of the After School Program Site Leader and After School Program Coordinator. Responsible for the implementation of After School Program educational, recreational, and/or enrichment curriculum. Provides safety and security while engaging students in developmentally appropriate activities.

### Qualifications

- Minimum two years of college experience.
- Previous experience working with school-age children.
- Willingness to learn.
- Ability to maintain discipline, motivate students, and communicate effectively with students.
- Ability to write and implement high quality hands-on, effective and fun academic and enrichment lessons.

### Responsibilities

- Monitors student safety and security.
- Writes and submits fun, hands-on, engaging, age-appropriate lessons plans for academic/enrichment classes.
- Assists with implementation of academic, enrichment and recreational curriculum/programs.
- Maintains open communications with parents, school administration and staff.
- Communicates program expectations and rules clearly, effectively and in a positive manner with students.
- Knowledgeable about program policy and procedure to respond appropriately to parent inquiries and concerns.
- Implements positive behavior management techniques with students.
- Actively participates in activities with students; not just supervising or observing.
- Establishes a positive, supportive and working relationship with supervisor(s) and teammates.
- Participates in training to improve effectiveness with students and improve program quality.
- Demonstrates responsible control over assigned program resources.
- Monitors After School Program facility maintenance and cleanliness.
- Must be on time to assigned program site and find approved substitute for absences.
- Maintains accurate daily student attendance.
- Must have, or be able to attend, scheduled CPR and First Aid Certification.
- Must be exempt from or obtain 8 hours of pre-service training within established deadlines.
- Must obtain 15 hours of training in specified child development areas within established deadlines.
- Must be able to lift 30 to 35 pounds.
- Performs other duties as assigned. Occasional evening activities.



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### Terms of Employment

- Salary:
  - Certified teachers - \$25/hour
  - Bachelor's degree professionals - \$20/hour
  - Non-certified/non-degreed or Associates degree: \$15/hour
- Position will be approximately 2–15 hours per week
- Position is filled only after required student enrollment is met
- Required staff training – dates provided upon hiring

I understand that I am making a commitment to the Alief ISD After School Program and its students. If I am unable to fulfill my commitment of employment with the After School Program for the position I've been hired, my campus administrators will be notified and documentation will be placed in my permanent professional file. I also understand that all property checked out for use and supplies purchased, are the property of the Alief ISD After School Program and should only be used for services provided within the program. I understand that all resources must be checked in at the close of the session according to program guidelines. If resources are not checked in or items are missing, I understand that I will be held financially responsible for replacing the items.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_