

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

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POSITION: **AFTERSCHOOL LEAD TEACHER**

PURPOSE: Identify and recruit elementary and middle school students to participate in the afterschool program; facilitate afterschool program by ensuring ongoing communication with appropriate program administrator, school staff and parents; record and report requested student data; research and implement meaningful academic-based curriculum; mentor and instruct students on academic and character education at assigned worksite according to the program's curriculum and policies; and, coordinate aide(s) daily responsibilities.

QUALIFICATIONS:

Education: B.S. in Education, or related field with a PA Teaching Certification

Experience: Prefer at least 2 years of work experience with youth in an educational setting

Skills, Abilities, and Knowledge:

- a. Ability to develop lesson plans on various STEM-based topics for elementary and middle school curriculum
- b. Treat all youth with respect and dignity
- c. Ability to multitask and resolve challenging situations productively and without personalization
- d. Ability to manage time and classroom
- e. Ability to work well under stress
- f. Ability to work as team with other staff

REPORTS TO: Youth Manager

SUPERVISES: None

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur frequently too constantly

Physical Efforts: Moderate physical effort in a predominately standing position

Special Demands: Current Act 33, 34 and FBI/DPW fingerprint clearance documentation at hire. Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Duties may include any or all of the following: This list is intended to be representative.

01. Maintain effective communication with Youth Manager and/or school personnel at assigned site
02. Contact parents, students and community members; address concerns in respectful and sensitive manner
03. Follow direction of Youth Manager and/or building principal in regard to policies and procedures
04. Assist Youth Manager to ensure integration and coordination of multiple program activities
05. Handle aide(s) call offs, daily tasks and responsibilities. Call offs MUST be reported to Youth Manager on a daily basis
06. Monitor and submit weekly student attendance
07. Maintain and update students' files and reports
08. Identify needed supplies and resources and inform Youth Manager of changes and supply requests
09. Complete and submit forms, timesheets and teacher's surveys; follow up on students' improvement and other paperwork as required
10. Motivate students to be life-long learner and act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching
11. Report any endangering situations immediately to Youth Manager and building principal

12. Respect the classroom by maintaining order and not allowing students to touch any items in the classroom that belong to the classroom teacher
13. Participate in professional development and project-related trainings as assigned, non-traditional hours
14. Is punctual and attends staff meetings and recommended training programs and conferences
15. Other such responsibilities as assigned and assist in special projects or assignments as directed

SUMMARY OF DUTIES AND DEADLINES:

01. Submit the Weekly Site Report via email by the end of each week to Youth Manager
02. Complete the Cumulative Monthly Sheet (part of the Weekly Site report) and submit to the Youth Manager once a month
03. Collect and submit report cards (all 4 quarters)
04. Identify school day teacher (Math and Reading), have them complete and submit teacher survey (21st CCLC Survey). Must be submitted one month prior to the end of the afterschool program
05. Monitor students attendance, make follow-up calls to parents, and ensure the information is entered into the weekly report (Parents Communication Form)
06. Collect, verify hours and submit timesheets to Youth Manager
07. For dismissal, make sure all students are in their assigned bus and proper pick up procedures are enforced
08. Request materials/supplies one month in advance using the appropriate order form
09. Participate in Parent’s Workshops/Open House Events during the program year
10. Record (in Weekly Report) and verify call offs to reflect on the timesheet
11. Program supplies/materials are to be picked up at the PIC Office by the Lead Teacher prior to the program starting, as well as the safeguard of those materials at his/her school. At the end of the program year, Lead Teacher is responsible to perform an inventory and return materials to the PIC Office.
12. Delegate tasks/duties to aides

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public’s impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY: \$25.00

HOURS PER WEEK: 12 (3 hours afterschool Dismissal, Monday through Thursday)