

JOB DESCRIPTION

Position: Substitute Afterschool Teacher

Employment Classification: Non-Exempt

Reports To: Programs Supervisor

Supervises: None

Summary/Purpose: The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education, and early childhood educational services to the communities we have served for over 40 years. The Afterschool Lead Teacher will ensure an equitable, safe, and supportive learning environment, providing opportunities to strengthen skills and build motivation for goal achievement. Responsibilities include implementation of lesson plans, and collaborative management of the classroom environment. The ideal candidate is a dynamic, creative, approachable individual with excellent communication skills who is passionate about the education of children.

Qualifications & Requirements:

Education: Minimum of a bachelor's degree in Education or related field. Teaching certificate preferred.

Experience: 2 years of work experience with youth in an educational setting is preferred.

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur frequently to constantly

Physical Demands: Moderate physical effort in a predominantly standing position. (Lifting up to 30 lbs.)

Special Demands/Requirements: Alternative hours, alternative locations. Must have dependable transportation. Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire. Completion of approved mandated reporter training.

Confidential Information Used: Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, child health/mental health status, family economic detail, family environmental information, and personnel data.

Essential Job Duties: to be performed with or without reasonable accommodation

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

01. Identify and recruit elementary students to participate in the afterschool program.
02. Maintain and update the current student roster and communication log and ensure all dismissal procedures are followed.
03. Maintain effective communication with the Programs Supervisor and other school personnel at the assigned site, as necessary.
04. Maintain order in the classroom, implement positive classroom behavior management, and ensure that students do not disturb items belonging to daytime teachers.
05. Contact parents, students, and community members, addressing concerns respectfully and sensitively.
06. Follow the direction of the Programs Supervisor and/or building principal regarding policies and procedures.
07. Assist Programs Supervisor to ensure integration and coordination of multiple program activities.
08. Coordination of the assistant's daily responsibilities.
09. Maintain knowledge of emergency protocol, conduct required emergency drills.
10. Identify needed supplies and resources, inform Programs Supervisor of supply requests, ensure program supplies are kept neatly and securely at the school site, maintain annual inventory and return unused supplies to PIC office at close of the school year.

11. Complete and submit forms, timesheets, and follow up on student progress as required.
12. Report any endangerment situations immediately to the Programs Supervisor.
13. Motivate students to be life-long learners by acting as a role model through exemplification of the highest standard of professional appearance for teaching.
14. Attend all events, professional development trainings, and meetings, non-traditional hours.
15. Perform other duties and assist in special projects as assigned or requested.

Corporate Expectations:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who 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.

HOURLY WAGE:

\$30.00

HOURS PER WEEK:

11 (2.5 hours following school dismissal M-Th)