



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: School Age Child Care Associate Teacher

F.L.S.A Non-exempt

QUALIFICATIONS:

- 18 years of age and a High School diploma or equivalent.
- Skilled in written and verbal communication.
- Willingness and ability to be educated regarding developmentally appropriate practices with children.
- Continue education and/or professional development as required by program policy and accreditation criteria
- Able to lift 65 pounds to waist level on a regular basis.

REPORTS TO: Site Manager

TERMS OF EMPLOYMENT:

Days: 196 days per year
Hours: 25 hours per week
Shift: 6:30 - 8:40 a.m.
3:15 - 6:00 p.m.

MAJOR POLICY RESPONSIBILITY:

The associate teacher is responsible for supporting the Site Manager in providing a developmentally appropriate educational environment. They are accountable for their interactions with children and others. Major responsibilities include appropriate interactions with children and communication with parents.

ESSENTIAL JOB FUNCTIONS:

1. To provide a friendly and safe environment that encourages exploration and meets the emotional, physical, intellectual, and social needs of both the individual and the group.
2. To interact appropriately with the students and to encourage their involvement in activities.
3. To create, with the support of the Site Manager, daily lesson plans based on curriculum.

4. To establish and maintain good written and verbal communication with parents on a daily basis as necessary.
5. To observe, record, and report significant individual and group behavior.
6. To report other program/site/classroom needs to appropriate individuals.
7. To use developmentally appropriate practices and conflict resolution strategies.
8. To maintain all paperwork, records, and files as required.
9. To be responsible for following through with all instruction from supervisor(s).
10. To prepare materials and paperwork as required by program needs.
11. To ensure compliance with Accreditation Criteria.
12. To report directly to program Site Manager.

ADDITIONAL RESPONSIBILITIES:

1. To inform the site manager of program or individual needs.
2. To perform other duties as required.
3. To work overtime as directed by supervisor.
4. To attend meetings as requested.
5. To adhere to all school district and program policies.