



## After School Care Teachers

updated August 2024

**St. Luke's Episcopal School (SLES)** is an independent, Episcopal day school that provides a well-rounded approach to learning, fostering both academic and spiritual growth for approximately 220 students from early childhood through 8th grade.

### POSITION OVERVIEW

The After School Care (ASC) teacher is responsible for caring for SLES students from 3:00 to 6:00 pm on regular school days. The ASC teacher plays a leadership role by modeling positive behavior and nurturing relationships with students. The teacher is responsible for planning, organizing, and leading engaging daily activities while incorporating opportunities for movement, outdoor play, and fostering developmental growth. The ASC teacher will provide a safe, stimulating environment that encourages exploration, creativity, and social interaction.

ASC teachers report directly to the After School Care Director.

### EXPECTATIONS

- Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs, as well as supporting their academic development.
- Follow developmentally appropriate practices and adhere to best practices in early childhood and elementary care at all times.
- Engage students with a variety of activities that promote cognitive, emotional, and social growth, following the school's mission and core values.
- Provide movement and outdoor playtime to support the physical health and wellness of students.
- Be a positive role model, showing warmth, patience, and nurturing interactions with all students.

### RESPONSIBILITIES AND DUTIES

Responsibilities include, but are not limited to:

- **Homework Assistance:** Support students in completing homework in a focused, organized environment that encourages independent thinking while providing guidance as needed.

- **Engaging Activities:** Plan and lead engaging, age-appropriate activities that stimulate children's development. These may include arts and crafts, imaginative play, STEM challenges, and group games that encourage creativity and collaboration.
- **Movement and Outdoor Play:** Organize daily movement activities, such as physical games, group sports, and free play outside. Encourage exploration during outdoor time, utilizing the school's playground or nature areas to engage students in physical activity and promote gross motor skill development.
- **Supervision:** Ensure students are always appropriately supervised, keeping them safe both indoors and outdoors. Remain vigilant during play, transitions, and group activities.
- **Developmentally Appropriate Programming:** Facilitate daily activities that are designed to be developmentally suitable for school-aged children, balancing structured and unstructured play, hands-on learning, and movement opportunities.
- **Clean and Organized Environment:** Maintain an environment that is clean, organized, and safe for all children, ensuring all play spaces and activity areas are prepared for student use and cleaned afterward.
- **Professional Communication:** Establish and maintain a professional level of communication with colleagues, students, and administration. Provide timely updates on students' activities, behavior, and progress when necessary while adhering to the school's policies regarding confidentiality. **Communicate regularly and proactively with the After School Care Director** to report any issues, seek guidance, or collaborate on improving the after-school care program.
- **Snack Preparation:** Serve snacks to children, ensuring a clean, hygienic preparation and dining space. Supervise and engage students during snack time, creating opportunities for socialization.
- **Professionalism:** Maintain a professional demeanor at all times, representing the values of the school and the After School Care program.

## QUALIFICATIONS

An After School Care Teacher must:

- Be at least 18 years of age.
- Have a high school diploma or equivalent education.
- Have at least 1 year of experience working with children and/or a certificate in early childhood education, or be actively working towards completion of one.
- Be CPR, First Aid, and Bloodborne Pathogen certified or obtain certification upon hire.
- Be mentally and physically capable of caring for a group of children, including providing outdoor supervision and facilitating physical activities.
- Possess a strong work ethic, punctuality, and excellent attendance.
- Have an understanding of the unique needs of young children, with developmentally appropriate expectations of their abilities.
- Be available daily from 2:30 pm to 6:00 pm.

