

Position Title: Enrichment Teacher and After School Care (ASC) Leader

Department: Faculty and ASC

Hours: Part Time.

- Enrichment Program is M,T, Th and F from 2pm-2:40pm. 1:40-2pm: Prep and Set-Up Time.
- 2:45-5:00: After School Program. Note: 1pm-5:30pm on Wednesdays.

About the Position:

This is a position for 2 roles within the school setting: Enrichment Teacher and After School Care Leader. The Enrichment Teacher facilitates an enrichment class (Read [Here](#) about the Enrichment Program) prior to their role as the After School Care (ASC) Leader.

About Assets School (K-8 Program):

<https://www.assets-school.org/>

Reports To:

ASC Director and/or K-8 Principal

Key Responsibilities:

Supervising and Ensuring Safety: Monitoring activities, preventing accidents, and addressing any immediate safety concerns.

Planning and Implementing Activities:

- Enrichment Class: You will be assigned to facilitate an engaging and interest focused class that you can nominate, or an established class such as minecraft, jewelry making, crafts, etc., for multi-grades such as K-4 and/or grades 5-8.
- ASC: Plan and lead a variety of engaging and age-appropriate activities. This could include arts and crafts, sports and games, homework help, reading time, or special themed events. The goal is to keep the children active, entertained, and learning in a positive way.

Managing Student Behavior: You'll need to guide student behavior in a positive and consistent manner, setting clear expectations and addressing any behavioral issues according to program policies. This might involve using positive reinforcement techniques and communicating with parents or program coordinators as needed.

Facilitating Social and Emotional Development: Both the Enrichment Class and ASC times are great for building social skills. You'd encourage positive interactions among students, help them resolve conflicts, and foster a sense of community and belonging.

Maintaining a Clean and Organized Environment: Ensuring the program space is tidy, organized, and safe for the children is part of your responsibility. This might involve light cleaning and putting away supplies.

Following Program Policies and Procedures: You'll need to understand and adhere to all the policies and procedures of the after-school care program, including emergency protocols, reporting procedures, and confidentiality guidelines.

Helpful Qualities, Skills, Education, and Experience:

- Sound judgment and the ability to apply practical solutions to challenges and/or knows when to seek support from supervisor(s).
- Reliable attendance
- Organized, ability to plan and multi-task
- Collaborative and “Team Player”
- Proactive and responsive.
- High School Diploma and 1-2 years of related experience.
- First Aid and CPR (you will participate in the school’s First Aid and CPR training program).
- Adhere to all DHS Licensing requirements.