



Orange County Educational Arts Academy
825 N. Broadway St. Santa Ana, 92701
WWW.OCEAA.ORG

POSITION DESCRIPTION

TITLE: KEDS After School Teacher

DEPARTMENT: After School

SALARY GRADE: \$ DOE

REPORTING TO: After School Program Director

REGULAR: **X**

TEMPORARY:

EXEMPT: **X**

NON-EXEMPT:

CLASSIFIED: **X** CERTIFICATED:

FULL-TIME:

PART-TIME: **X**

Hours: 2:30-6:30 Monday, Tuesday, Thursday, Friday, Wednesday 1:00-6:30

See School year calendar with required professional development and trainings.

GENERAL SUMMARY:

The After School Teacher is a part-time position providing academic intervention, homework support and enrichment activities to students in grades TK-8th as part of a high-quality, personalized After School program at OCEAA.

Reporting to the After School Director, the After School Teacher is responsible for independently supervising groups of up to 25 (or more) students, delivering high-quality instruction, upholding the mission and values of OCEAA, and working with other members of the after-school program team to track students' academic progress and support students social and emotional development.

Knowledge/experience in teaching visual and performing arts, music, physical education, science, and youth development is preferred.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Maintains a safe and effective environment for academic instruction and/or enrichment activities.
 - Effectively manages student classroom behavior to ensure all students are fully engaged in learning.
 - Complies with all safety and other regulatory and/or funding requirements.
2. Delivers high-quality instruction in assigned academic or enrichment content areas that is developmentally appropriate; differentiates instruction to meet individual student needs.
 - Under the guidance of the After School Teacher or other assigned staff, implements regular assessments and analyzes student performance data to drive lesson planning and monitor student progress.
 - Collaborates with other after-school staff, school day teachers and outside service providers to identify unique student needs, diagnose and address learning challenges, and share information about student progress.
 - As needed, provides whole class, small group and individualized instruction to students.
3. Creates an environment of high expectations for learning, student behavior and staff professionalism.
 - Demonstrates knowledge of, and supports, OCEAA's mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and code of ethical behavior.

- Collaborates with OCEAA team members to shares best practices and improve own and others' instructional skills, including actively participating in professional development, training and coaching opportunities.
 - Supports regular communications with parents/families to engage them in the after-school program to help support student success.
4. Fulfills all administrative requirements, including tracking daily student attendance, in accordance with OCEAA procedures. Including but not limited to:
- Submit requested planning materials by due date.
 - Clock in and out on a daily basis
 - Instruct students on respecting shared areas and classrooms by making sure class is clean and dining hall is clean after use.
 - Puts away all materials used
 - Gather all materials needed during planning time
 - Track and fill out attendance, snack tracker, time sheets, behavior logs
 - Maintain constant communication with parents about behavior and progress of students
 - Effectively communicate with KEDS receptionist about class whereabouts
 - Be able to work as a team to complete tasks using effective communication
 - Communicate with director about any issues that may arise in a timely manner.
5. Performs other related duties as required and assigned.

ORGANIZATION RELATIONSHIPS: Reports to After School Coordinator. Works closely with all levels within the school, from teachers, office staff to administration.

QUALIFICATIONS:

1) Required knowledge, skills, and abilities

- Ability to effectively implement required curricula and program activities, particularly in English Language Arts and English and Spanish Language Development (reading, writing, listening, and speaking).
- Ability to effectively manage classroom activity and promote responsible student behavior and decision-making.
- Knowledge of child and/or youth development concepts and different learning styles; demonstrated enthusiasm for working with young people.
- Ability and willingness to reflect and improve own performance, including developing knowledge of curriculum and instruction and participating in OCEAA professional development.
- Available for occasional additional time for staff training and development may be required with advance notice.
- Proficiency in use of computer technology and the internet.

2) Minimum educational level:

- Associate's degree or 48 units of college credit.
- Experience working with children or youth in a school or community-based setting.
- 1+ year as a teacher, teacher intern, or teaching assistant preferred.

3) Experience required:

- Two (2) years of related experience working with children
- Working with people in a considerate and educational environment to help them grow in their positions.

4) Desired Experience/Qualifications:

- College level coursework with an emphasis in education, sociology, child development and/or other related fields

Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment.

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in OCEAA's handbook as a condition of employment.

APPROVALS:

Immediate Manager

Date

HR Manager

Date

This position description intends to describe the general nature and level of work being performed by people assigned to this position. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.