

TITLE: Extended Day Teacher/21st CCLC

QUALIFICATIONS:

1. Minimum of a Bachelor's Degree
2. Certification in the appropriate teaching area(s)
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Program Coordinator/ Extended Day Director

SUPERVISES: Students and teacher aide(s) as assigned

JOB GOAL: To facilitate student learning in subject matter and skills during the after school program that will contribute to their development as mature, able, and responsible members of society.

JOB DUTIES:

1. Plan and implement reading, math, and language activities using research-based materials.
2. Plan and implement enrichment activities for use during class time.
3. Create and maintain lesson plans to the coordinator each week.
4. Assist Children on an individual, whole group, and small group basis to develop, maintain, and Accelerate learning.
5. Monitor progress of students through pre- and post- testing, as well as regular progress monitoring throughout the summer program.
6. Communicate with the extended day director regularly concerning the needs and goals of the summer program.
7. Monitor student behavior and ensure student safety throughout the extended day program.
8. Report any problems immediately to the director or coordinator.
9. Engage the students daily in some type of physical activity.
10. Model and teach students appropriate classroom behavior with regard to academics, social situations, and dealing with emotional situations.
11. Perform other duties as assigned by the director or coordinator.
12. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
13. Maintain confidentiality on all student and school information
14. Perform other duties as may be assigned by Director

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: Determined by the duties assigned.

EXPECTED WORK DAY: 1-3 hours per day Other _____

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials