



After School Lead Teacher Job Description
Updated 8/2010

The Afterschool Program at Goodman Community Center is a place for children from all backgrounds to play, socialize, learn and grow. A lead teacher is responsible for the supervision and management of their classroom while supporting GCC goals and outcomes. Working with the after school manager and assistants, the lead teacher plans and carries out daily activities, evaluates the effectiveness of the program and activities, ensure the safety and physical well-being of the children, maintains regular communication with parents, and contributes to the effective operation of the overall childcare program.

Hourly Position: Monday-Friday (28 hours/week)

Reports to: After School Manager

Job Responsibilities

Administrative Duties

- Follow policies and procedures of Goodman Community Center's Childcare Program.
- Be knowledgeable of and adhere to state licensing regulations.
- Attend weekly staff meetings and monthly childcare meetings.
- Meet once a week with assistant teacher to review plans for the following week.
- Meet once a week with the after school manger to review and log lesson plans also making sure all materials needed for the following week are accounted for.
- Maintain portfolios on assigned group of children throughout the school year making sure to include teacher communication, anecdotal notes, work samples, pictures, etc.
- Respect confidentiality of GCC families and staff.
- Attend continuing education trainings to complete required hours.
- Keep accurate record of trainings and ADP time recording program.
- Check email at least 2 times each week and respond to requests in a timely manner.

Environment

- Use pre-program time to plan both long and short range activities in accordance with curriculum objectives, making sure to support developmentally appropriate practice as well as program goals.
- Ensure a safe and healthy environment and complete daily tasks assigned.
- Work with administration team to implement new programming in response to changes in the needs in the community we work with.
- Participate in regular cleaning of materials and classroom spaces.

- Maintain classroom organization and rotate materials on a regular basis.
- Create a culturally inclusive classroom with activities that support different cultures and backgrounds.

Program for Children

- Ensure child care routines and schedules are carried out promptly and consistently and that they are developmentally appropriate.
- Engage children as individuals in a way that allows them to grow at their own abilities.
- Work with after school manger and classroom assistant to develop and maintain classroom curriculum.
- Communicate with school day staff to make sure program is meeting the academic needs of children assigned to your portfolio group.
- Ensure all children in program are tracked according to GCC expectations.
- Support children in their emotional and physical growth.
- Assist children in their academics and encourage literacy and math skills.
- Create and maintain regular contact with school day teachers and principals.
- Effectively use GCC behavior guidance techniques to help children develop the ability to become self-disciplined.

Parents

- Maintain daily, open communication with parents.
- Keep track of children assigned to your portfolio group and communicate regularly to parents how their child is progressing.
- Complete appropriate paperwork to assist with increased communication and participate in parent conferences and scheduled orientations.
- Communicate child concerns and family needs to after school team.
- Participate regularly in family events sponsored by GCC.

Required Qualifications:

- 18 years of age or older.
- Graduation from high school.
- At least 1 year of experience working in an after-school setting or with elementary age children.
- 2 non-credit department approved courses (40 hour MATC courses are applicable) or 2 years of college with at least 3 credits in early childhood education. An associate's degree, Pre-K or elementary DPI license are also accepted.
- Valid WI driver's license with a clean driver's license and willingness to drive a 15 passenger van.

Preferred Qualifications:

- Familiarity with State of WI Child Care Licensing Rules and Regulations and City of Madison Accreditation Guidelines.

- Strong organizational skills.
- Ability to juggle multiple tasks and flexibility.
- Experience working with staff and families from diverse backgrounds and experiences.