



**Job Title:** K-5<sup>th</sup> After-School Support teacher  
**Reports to:** Program Manager  
**Classification:** Part Time Nonexempt, M-Th: 2:30-6:00  
**Supervisory Responsibilities:** None

**Date:** 07/07/22

Our Mission: Grace Place puts faith into action providing pathways out of poverty by educating children and families.

### **Summary/Objective:**

Together with the manager of the Elementary After-School program and the classroom teacher, the Support Teacher is responsible for supporting the implementation of high-quality, comprehensive, and developmentally appropriate programming for the afternoon Elementary School-Aged After-School Program (approx..14 hours/week)

### **Essential Duties and Responsibilities:**

- Classroom supports
  - Aid in maintenance of classroom organization by completing tasks such as, but not limited to the following: classroom set up and clean up, managing classroom supplies and materials, assisting the teacher with the preparation and implementation of classroom activities, and effective management of student behavior
  - Ensure the safety of children by providing appropriate and active supervision during activities in a variety of settings—classroom, playground, bus, cafeteria, etc.
- Curricular support
  - Support the instructional methods of the class to promote math and reading growth including whole group instruction, center-based learning centers, homework support, and small group instruction
- Volunteer Management
  - Welcome and encourage volunteer involvement in the classroom
  - Model and coach volunteers in appropriate strategies for instruction and classroom management
  - Maintain high visibility and a hands-on presence with students, staff, volunteers, and parents who are participating in the program
- Communication
  - Support the 6 parent events during the year
  - Work collaboratively with teachers and managers to communicate program expectations and changes to parents

**Qualifications:** Staff must qualify in all the following:

### **Education/Experience:**

- Must have a high school diploma or GED equivalent

- Must have at least 1 year of experience in youth development, childcare, or related field
- Must obtain Foundation Florida DCF certificate within 1 year of employment.

**Knowledge, Skills, and Abilities:**

- Bi-lingual, preferred (English/Spanish or English/Haitian Creole).
- Demonstrated experience working with diverse cultures and populations.
- Proficiency in Microsoft Office Suite use of the internet, and basic computer skills sufficient to maintain program records and budgets, and communicate with parents, volunteers, partners, and community.
- Strong interpersonal skills and written communication skills.
- Commitment to the mission and core values of Grace Place.
- Current first aid and CPR certificates (can obtain within 90 days of employment).
- Able to pass background checks and FDLE fingerprinting.