

Sheffield City Schools
21st Century Community Learning Center
After School Program

TITLE: TEACHER-21st Century Community Learning

Centers Threadgill Primary School, LE Willson
Elementary, and Sheffield Junior High School)

REPORTS TO: Site Coordinator, District Grant

Writer (Curriculum/Instruction Director)

QUALIFICATIONS:

1. Bachelor's Degree in Education required.
2. Experience as a classroom teacher is preferred.
3. Excellent communication skills and the ability to work with individuals of diverse cultural/ethnic backgrounds required.

JOB GOAL:

Provide supervision and instruction to participating children attending the after school program. Assist the Site Coordinator in the planning and implementation of instruction for the 21st Century Community Learning Center (CCLC) Program.

JOB RESPONSIBILITIES:

1. Responsible for assuring high-quality program services and support to enrolled children and their families.
2. Assist the site director in ensuring the site staff and programmatic activities comply with school district and 21st CCLC Program rules, regulations, policies and procedures.
3. Assist program leadership in documenting all student sign outs, following up on absences and daily attendance.
4. Assists in student recruitment efforts and identification of students to participate in the program.
5. Assists in the coordination of parent and family events.
6. Attend all required meetings/training.
7. Respond promptly and courteously to parent concerns and/or complaints. Immediately notify the site coordinator and lead teacher of parent concerns and/or complaints.
8. Supervise and assist in the instruction and delivery of remediation, homework, enrichment, recreation and snack/meals.
9. Other duties as assigned.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, walk and use hands to finger, to handle, or feel objects, equipment, or controls. The employee frequently is required to talk and hear. The employee is occasionally required to reach with hands and arms, climb stairs, bend, stoop, squat, and crouch and kneel. The employee must occasionally lift, push, pull, carry and/or move up to 50 pounds. Specific vision abilities required by this job include near vision, distance

vision, peripheral vision, depth perception and the ability to adjust focus.

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy.

SALARY: \$30.00 per hour