

JOB DESCRIPTION
PCCC BEFORE AND AFTER SCHOOL TEACHER
SCHOOL DISTRICT OF PITTSVILLE

REPORTS TO: Director of Child Care

GENERAL SUMMARY: Teachers will provide care for school aged students during before school (7:00 am - 7:30 am) and after school (3:15 pm - 5:30 pm) hours.

DUTIES AND RESPONSIBILITIES: *(include but not limited to)*

1. Plan both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
2. Meet the emotional, social, physical and cognitive needs of each child by having daily interactions with them.
3. Follow all licensing rules and regulations.
4. Ensure the correct use of sign in/sign out forms.
5. Supervise children at all times; during snack, indoor/outdoor activities, homework club and enrichment programs.
6. Attend all staff meetings and recommended training programs.
7. Perform additional program duties as assigned by the Director according to the Center's needs.
8. Maintain a professional relationship and open communication with children, parents and program employees.
9. Report any suspected abuse to the Director.

REQUIREMENTS:

1. Maintain Confidentiality at all times.
2. Associate or bachelor's degree or higher in Early Childhood Education or a complementary degree is preferred but not required.
3. Must meet Wisconsin State requirements and Child Care Certifications are necessary - may be obtained through degree.
4. WI Registry Certificate - Minimum Level 3.
5. CPR/First Aid, SIDS/Shaken Baby Certified or be willing to obtain.
6. Must meet annual continuing education requirements.
7. Health exam, background check and TB test required.
8. Ability to perform physical labor as needed for position

EVALUATION: The administration shall complete an evaluation in accordance with Board policy.

Approved by the Board of Education May 8, 2023.