

After School Program (ASP) Staff

TERMS OF EMPLOYMENT

- ASP operates on school days from 2:00 PM to 6:00 PM (1:00 PM to 6:00 PM on Wednesdays).
- The program operates Monday-Friday only.
- The ASP Instructor position is part-time and hourly.

QUALIFICATIONS & EXPERIENCE

- Associates Degree
- Experience implementing educational programming and working with students as a teacher, educational aide, after school care aide, and/or daycare operator or assistant.
- Mandatory: background or demonstrated practice in one or more of the following: art, music, elementary tutoring (or working knowledge of elementary academic concepts), team sports, PE, second language tutoring, and/or computer coding (knowledge of Scratch, Code.org, or similar applications preferred).
- Mandatory: high level of professionalism.
- Mandatory: pass a criminal background check.

PRIMARY FUNCTIONS & ESSENTIAL RESPONSIBILITIES

- Implement the program curriculum as planned by the ASP Director to ensure a quality experience for all participants.
- Work with program personnel to implement engaging, developmentally appropriate, and educational enrichment curriculum and programming which expands and supports student learning experiences beyond the classroom.
- Develop and maintain professional working relationships through effective and timely communication with the ASP director and other program personnel.
- Assist the ASP Director in addressing the ongoing needs of the students and parents.
- Implement program procedures effectively to ensure the safety of all participants.
- Observe, monitor, and participate in children's play activities.
- Promote a safe and healthy environment based on safety standards set within the program.
- Support the emotional and social development of children.
- Report any concerns and questions regarding the program (students, parents, equipment needs, supplies, other staff, volunteers, etc.) to the ASP Director.

- Maintain accurate and organized records such as attendance records, timesheets, incident reports, and all other paperwork as instructed by the ASP Director to ensure program compliance and quality operations.
- Assist in the cleaning and straightening of the room and equipment before, during, and after the program. This includes washing tables, chairs, and toys, putting up chairs, and locking the building at the end of the day.
- Demonstrate behavior that is professional, ethical, and responsible.
- Perform other duties as assigned.

To APPLY

Please send an email to aleshia.brown@icsatlanta.org that includes your resume and cover letter. In the email subject line, please include your name and the position for which you are applying (for example: Sarah Brown – ASP Staff).

COMPENSATION

\$20/hour