Lee-Scott Academy

After School Care Teacher

Job Description

The After School Care Teacher provides quality play and educational time for children in grades k through sixth once the formal school day has ended (2:45pm to 5:15pm every school day). This position reports directly to the Lower School Principal. Responsibilities include but are not limited to the following:

- Supervise children at all times, ensuring their well-being and safety.
- Treat all children with dignity and respect.
- Ensure the activities are interesting, valuable and appropriate for the children by providing a variety of play and learning opportunities.
- Demonstrate judgement and integrity in confidential dealings with students, parents and staff.
- Provide a welcoming environment for students, parents and staff.
- Assist actively in planning, implementing and evaluating the program.
- Work with other members of the LSA staff as a team.
- Supervise students use of equipment and facilities to ensure safe use without endangering themselves or others.
- Make sure the staff and children leave the location clean and organized each day.
- Ensure all children are signed in and out by an authorized parent or guardian each day.
- Assist with maintaining students file records.
- Assist with ordering and maintaining necessary supplies..
- Maintain a good relationship with students, parents and other teachers.
- Support the Mission of Lee-Scott Academy.
- Any other appropriate duties requested by the Lower School Principal.