



JOB DESCRIPTION

Position: **AfterCare Teacher**
Reports to: Friends Director of AfterCare and Enrichment
Date: August 2018

Friends AfterCare program provides after school care for up to 30 students, ages 5-12. It begins after the regular school day and ends promptly at 5:30 PM. Time in AfterCare is structured with an after school snack, playtime either outdoors or in the Great Room, and a choice time. The AfterCare Teacher supervises students in the AfterCare program and performs the following duties:

- AfterCare hours: Monday-Thursday 3:15-5:30pm, Fridays 1:30 - 5:30 pm.
- Report for duty hours: Monday-Thursday 2:45pm, Friday 1:00pm
- Prepare attendance sheets for classroom teachers
- Take attendance every 1/2 hour
- Plan and implement appropriate games and activities
- Keep attendance sheets accurate and current
- Prepare and supervise snack according to snack procedures
- Record billing in database
- Keep Director notified of problems and concerns occurring during AC
- Clean up and lock all AC areas at the end of each day according to written closing procedures
- Attend annual health training classes. AfterCare teachers must have current training in CPR/AED, First Aid, and Universal Precautions.