

August 30, 2017

A Child's Place Extended Care, Inc. - Devon, PA 19333

Before and After Care Assistant Teachers

\$10 - \$13 an hour - Part-time

Before and After Care Teacher

A Child's Place Extended Care is looking to hire Before and After Care Teachers in our school district programs in WEST CHESTER, DOWNINGTOWN, OWEN J. ROBERTS, TREDYFFRIN-EASTTOWN, and CENTENNIAL.

Program hours are 6:30-9/10am and 3-6pm Monday–Friday. We are looking for individuals who have an enthusiastic personality and enjoy working in both indoor and outdoor environments with children. A sense of fun, concern for safety and an interest in working with children and parents is essential, as is being a good role model.

DUTIES AND RESPONSIBILITIES

- Assists with organizing and monitoring appropriate activities for school aged children.
- Submit monthly plans and newsletters by the assigned due dates.
- Attend monthly staff meetings and obtain yearly trainings for the purpose of receiving information and conveying information related to program.
- Greet and communicate with parents daily (e.g. incident reports, attendance, etc.) for the purpose of conveying information and/or receiving information appropriate to students.
- Monitors group of students in a variety of settings (e.g. snack time, group or individual activities, playground activities, etc.) for the purpose of providing a safe and positive learning environment.
- Organizes indoor/outdoor, quiet/active play activities appropriate to age group for the purpose of actively participating in learning activities with children.
- Clean and maintain the classroom/playground environment.
- Interact with, and engage the children in a positive manner.
- Provide a snack for children daily, ensuring all food allergies are considered.
- Provide constant, supportive and professional communication with staff, parents, and children.
- Implement positive methods of discipline and guidance to staff.

Approved For Posting
Office of Student Life

- Other duties as assigned and required.

REQUIRED QUALIFICATIONS

- Demonstrates a passion to work with children and teachers in a learning environment.
- Ability to communicate in a professional manner with children, parents, staff, and other management.
- Dependable and positive work ethic.
- Ability to successfully pass and maintain all background checks.
- This is a school year position only!
- Applicants should possess a minimum of a High School Diploma AND 1 year experience working with children.

To apply for this or any other position in our company, please email or call Catie 610-687-1263 option 3. Visit our website at www.acpec.com - www.tottimekids.com to learn more about our programs and locations. A Child's Place Extended Care, Inc. is an Equal Opportunity Care Provider/Employer Committed to diversity in our workplace.

Required education:

- High school or equivalent

Required experience:

- Education: 1 year