



11319 Highway 231/431 North  
Meridianville, AL 35759  
(256) 714-9273  
[www.nhecc.net](http://www.nhecc.net)

## **After School Care Teacher**

Hours 2:30 – 6:00 Monday thru Friday

Extra hours available for substituting if available

### **Brief Description of Duties & Responsibilities & Expectations**

- ✓ Appropriately supervise children - keeping them safe at all times. Be active with the children you are responsible for – not just “watch them.” We have 40 to 50 children that are enrolled in after school care and are divided into 3 age groups with a teacher supervising each group.
- ✓ Facilitate daily activities that are developmentally appropriate for school age children. Each afternoon our after-school care group participates in a daily enrichment activity: Mon: fitness Tu: music We: Chapel Th: art, Fri: movie/popcorn. After School Care teachers are asked to plan and execute a 30-minute art and fitness activities for their group. Chapel and Music led by others.
- ✓ Manage a large group of children utilizing appropriate classroom management techniques
- ✓ Serve snacks to children and clean up the preparation and eating areas afterwards
- ✓ Interact with parents and speak with them about their child(ren)
- ✓ Maintain an environment that is clean, organized, and safe for all children
- ✓ Comply with policies in both the parent and employee handbooks
- ✓ Be available to work as late as 6:30 for occasional late pickups.
- ✓ Other duties as may be assigned

### **Qualifications**

- ✓ Be at least 18 years of age
- ✓ Have experience working with and teaching children
- ✓ Knowledge of basic computer skills
- ✓ Member of a Christian church. A Christian by affirmation of faith and by example.
- ✓ Current CPR/Basic First Aid certified or the ability to obtain one within 30 days of hire (to be arranged by the Director after employment offer)
- ✓ Able to meet state and federal requirements for background clearance and fingerprinting. Complete a tuberculosis test and provide a physician's documentation of clearance.

### **Personal Characteristics and Values**

- ✓ Acknowledge Jesus Christ as your personal Lord and Savior
- ✓ Model God's unconditional love in respectful nurturing of each unique child
- ✓ Depend fully on His wisdom, guidance, and strength for your daily activities. You must ensure your actions reflect honorably on Christ and the Church.
- ✓ Love and relate well with children. Is patient, compassionate and merciful to all children and families.
- ✓ Maintain a professional self-image and project the values of the Church and ministry

### **Knowledge, Skills and Abilities**

- ✓ Able to engage children in a way that keeps their interest
- ✓ Be a self-starter and able to perform responsibilities without close supervision
- ✓ Able to handle moderate stress, changing priorities and frequent interruptions
- ✓ Be a team player - Maintain effective working relationships with NHECC administration and coworkers - peace and harmony is essential
- ✓ Has good organizational skills
- ✓ Can communicate effectively with the children and their parents
- ✓ Have a strong work ethic, be punctual, able to meet work schedule with dependability and consistency

### **Working conditions**

- ✓ Work will be primarily in the classroom with some outside work on the playground.
- ✓ Work will include some after work hours involving activities such as school programs, staff meetings, training sessions, etc.
- ✓ Work will include some walking, standing, bending and carrying or moving some light to moderately heavy items or children.

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to the job.