

**Job Title:** After School Program Teacher**Exemption Status/Test:** Non-Exempt**Reports to:** Site Coordinator**Date Revised:** 08/2025**Dept./School:** Assigned CampusPay Rate: \$22.00/hour

---

**Primary Purpose:**

Assist with providing students with appropriate learning activities and experiences in the assigned academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society. Teach various students basic concepts through play, including LEGO, Chess, Sports, Art, Culinary, Dance and Coding.

**Qualifications:****Education/Certification:**

Be at least 18 years of age

High School Diploma or equivalent education

**Special Knowledge/Skills:**

Be mentally and physically capable of caring for a large group of children alone in a classroom

Possess a strong work ethic, be punctual, and have minimal absences

Have an awareness of the unique needs of the young children and have appropriate expectations of their abilities

Be available for full time employment and available to work as late as 6:30 PM

Have dependable transportation

Ability to instruct students and manage their behavior

Strong organizational, communication, and interpersonal skills

**Experience:**

Have at least 1 year of experience working with children working with children and/or a certificate in early childhood education or currently working towards the completion of one

**Major Responsibilities and Duties:****Instructional Strategies**

1. Assist in developing and implementing lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual student differences.
2. Assist in planning and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
3. Assist in conducting assessment of student learning styles and use results to plan instructional activities.
4. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.

**Student Growth and Development**

5. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the Site Coordinator.
6. Be a positive role model for students; support mission of school district.

**Classroom Management and Organization**

7. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
8. Manage student behavior in accordance with Student Code of Conduct and student handbook.
9. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
10. Assist in selecting books, equipment, and other instructional materials.
11. Compile, maintain, and file all reports, records, and other documents required.

**Communication**

12. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment; *[P.E. teachers: automated external defibrillator (AED)]*

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking, dance

**Lifting:** Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

**Environment:** Work inside, may work outside; regular exposure to noise

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_