

After-School Group Leader

Position Summary: Responsible for the planning, preparation and implementation of all work necessary for conducting an After School class within the guidelines set by the Youth Department.

Principal Duties and Responsibilities:

- Encouraging the use of Jewish content in the curriculum
- Supporting and participating in the Maryland State Department of Education licensing requirements.
- Meeting with other team members on a monthly basis to plan curriculum and theme ideas.
- Obtaining and maintaining current First Aid and CPR training and certification.
- Coordinating daily plans with the counselors in your group
- Supervising and directing the assistant in the performance of her/his duties.
- If an inclusion student is in your classroom, you will work with the Behavior Specialist, to coordinate planning for this child in your class.
- Preparing monthly lesson plans, to be given to the Youth Coordinator prior to the first day of each month.
- You are required to attend 12 hours of approved professional development each school year.
- Attending all staff meetings and conferences and participating in in-service meetings, any of which may take place outside of school hours.
- Keeping required attendance records and reports on the children in your class.
- Keeping progress records on each child. These reports will be given to the Director to file in the child's personal file.
- Interacting with parents and sharing information about their child's progress
- Keeping the Parent Bulletin Board current and up to date.
- Creating thematic, monthly bulletin boards.
- Leaving only when an authorized adult has picked up each child, or his/her care has been entrusted to a teacher, an assistant teacher or an administrator on the school staff.
- Taking part in the daily clean up of the room, which includes but is not limited to, putting all toys and equipment away, making sure all food items are wrapped and put away and wiping down the tables and chairs. In addition, bulletin boards will be repaired as needed and the refrigerator and freezer will be checked periodically to remove old or unwanted items.
- Participating in program set-up prior to opening day and clean up at the end of the year.
- To be prepared to have responsibilities added to, or deleted from the foregoing job description as your supervisor feels that these duties are generic to your job performance as an After School professional.

Other

- Perform other related duties as needed, required or assigned.

Knowledge, Skills, Abilities:

- Have a Group Leader certification from the Maryland State Department of Education licensing
- Good understanding of the typical development of young children
- Excellent verbal and written communication skills with parents, fellow staff and young children
- Good supervisory skills

Education or Experience:

- High School graduate with college courses, with 90-hour certificate in school aged child curriculum and development and 1 years experience working with school aged children in an approved center.

Please email resume or letter of qualifications to jobs@jccgw.org.