



## **Hernández After School Program Group Leader**

**Supervisor:** Director of After School

**Objective(s):** To provide a safe, engaging and enriching educational experience for students during both the school day and after-school program. To expand upon day time learning, curriculum and instruction during after-school program hours as well as provide students with an engaging enrichment experience.

**Benefits:** \$14.50 an hour; September-June, 3 days paid time off

### **Specific Responsibilities:**

#### **Surround Care during School Day (2:30-3:10pm)**

- Work collaboratively with classroom teacher and other service providers to support student learning and family collaboration
- Work in collaboration with teachers to maintain a safe, orderly and positive classroom climate conducive to learning and engagement; reinforce core values of caring, honesty, respect, responsibility and academic achievement
- Monitor and assess student behavior; work with team to establish and implement proactive approaches to address challenging behaviors; follow the school policy and procedures for disciplinary issues
- Participate in grade level team meetings (when possible) to build understanding of curriculum and pedagogy, participate in planning and develop curricular/standard-based links to after-school
- Attend and actively participate in planning and professional development activities
- Work with team to arrange classroom coverage plan (including communication of weekly schedule plans) in the event of team member absences.
- Engage in reflective practice; identify both personal and program goals and work collaboratively with staff and administration to achieve them; Assist with and actively participate in self-evaluation process
- Carry out additional responsibilities as assigned by the Principal/After School Director

#### **After-school Academic Enrichment (3:10-5:00 or 5:30pm)**

- Monitor the safety of all students during program by establishing a safe, orderly and positive classroom environment conducive to student learning and engagement
- Plan and implement weekly, developmentally appropriate academic/social emotional enrichment activities when homework and specialists are not in session
- Structure and facilitate daily homework support sessions in collaboration with a co-teacher to promote student understanding of core learning concepts addressed in assignments
- Recognize each students' individual strengths and needs and provide opportunities to promote growth

- Promote the development of independent learners by modeling and reinforcing self-help strategies such as the use of manipulatives, deductive reasoning skills, etc.;
- Regularly monitor and assess student behavior, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques
- Follow program policies and procedures for injury/accident/incident reporting, mandated reporting and all other safety concerns
- Reinforce, model and celebrate the core values upheld in the Hernández community
- Present a positive, professional atmosphere through appearance, attitude and daily conduct
- Work in full collaboration with co-teacher, administration and support staff.
- Attend and actively participate in all staff meetings and professional development opportunities to fulfill EEC and Hernández requirements; seek out opportunities to plan and/or facilitate P.D.
- Establish and maintain regular communication with parents, staff (including classroom teachers) and program volunteers/partners; report any work-related issues or concerns to the Director.
- Respect and maintain classroom and program supplies, materials and resources; maintain a clean learning environment for students
- Assist with and actively participate in evaluation process
- Follow the Personnel Policies of the Hernández and the Friends of the Hernández
- Carry out all additional responsibilities as assigned specifically or generally by the Director