

New Summit Charter Academy

Job Title:	School-Age Program Lead Teacher
Reports to:	Program Site Director
Salaried or Hourly:	Hourly
FSLA Status:	Non-exempt
Annual Days:	Varies
Starting Pay:	\$19.00 - \$21.00 per hour

SUMMARY

The Program Lead Teacher creates a flexible program environment that supports students before and after the academic school day; establishes positive and effective relationships with students; plans and implements age-appropriate enrichment, recreational, social-emotional, and educational activities; and promotes students' independence, responsibility, positive peer relationships, and personal growth.

WORK SCHEDULE

This position primarily works during before- and/or after school program hours. Additional hours required for early-release days, teacher work days, and school breaks/holiday breaks.

- Morning Program hours: 6:30am – 7:40am
- Afternoon Program hours: 3:00pm – 6:00pm
- Program Full Day hours: 6:30am – 6:00pm (staff will work in shifts)

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements of duties, responsibilities, frequency, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Comply with applicable Colorado Department of Early Childhood licensing rules and regulations for School-Age Child Care Centers.
- Provide primary supervision and leadership for children 5 to 12 years of age.
- Plan, coordinate and implement an age-appropriate curriculum in accordance with the policies and philosophy of the program.
- Maintain required staff-to-child ratios and provide active, attentive supervision of children throughout program hours.
- Maintain accurate attendance and conduct child counts throughout the program day and during all transitions.
- Complete required incident, injury, attendance, sign-in/sign-out, child count, and other program documentation accurately and promptly.



- Structure the program to the needs of individual children with concerns for their interests, special talents, individual style and pace of learning.
- Provide children with opportunities for choice, independence, creativity, leadership, and positive social interaction.
- Promptly communicate significant behavioral concerns, injuries, incidents, safety concerns, or other issues according to program procedures.
- Treat individuals with dignity, sensitivity and respect regardless of race, gender, national origin or disability.
- Demonstrate the ability to work as a team with the Program Director, New Summit Charter Academy staff, and other program personnel.
- Provide appropriate direction and assistance to Program Aides or other staff assigned to assist with the group while maintaining responsibility for the assigned group.
- Establish a positive relationship with all parents, staff and volunteers in an ethical and professional manner.
- Maintain confidentiality regarding students and families.
- Exhibit dependability, good attendance, professionalism, and promptness.
- Arrange for a substitute teacher as needed.
- Assist with general housekeeping and sanitation tasks associated with the program.
- Report suspected child abuse or neglect to the County Department of Social Services in accordance with licensing regulations and program policies.
- Submit and pass a complete fingerprint and criminal background check.
- Complete all licensing mandated trainings according to the expiration date.
- Participate in 15 hours per year of required training.
- Attend all staff meetings.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Training

- Meet the Colorado licensing requirements for a Program Lead in a Colorado licensed School-Age program.
- Be at least 18 years of age.
- Previous experience in a licensed school-age child care, before- and after-school, summer camp, recreation, youth development, or similar program.
- Successfully complete all background checks and clearances required for employment in a Colorado licensed child care program.
- Complete all CDEC-required pre-service and ongoing training applicable to the position.
- Provide documentation necessary to verify education, training, and qualifying experience.
- Follow all applicable requirements of Colorado child care licensing regulations, program policies, and school-site procedures.



Skills and Abilities

- Must be able to lift 35 lbs. in connection with the handling of children for the facilitation of programs, child safety, and potential emergency situations.
- Provide a recent copy of "Statement of Health" signed by a health care professional.
- Frequently standing, walking, bending, reaching, and moving throughout indoor and outdoor program areas.
- Sitting on the floor or at child-height tables when interacting with children.
- Responding quickly when necessary to protect the health and safety of children.
- Working outdoors in weather conditions appropriate for children's outdoor activities.
- Lifting or moving program supplies and equipment as necessary to perform assigned duties.

OTHER WORK FACTORS

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The noise level in the work environment is usually moderate.

Mental Functions

While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate, and negotiate. Occasionally required to copy and compile.

New Summit Charter Academy is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Employee Signature

Date

