

Job Description

All Alameda Island Kids staff must be mentally stable, interested in and knowledgeable about school-age children and possess strong interpersonal and relationship skills.

JOB TITLE: **Teacher —Alameda Island Kids at Bay Farm and Otis Schools**

ACCOUNTABILITY: Site Director

JOB DEFINITION: The Alameda Island Kids Teacher is responsible for assisting the Site Director in successfully managing the site program.

AREAS OF RESPONSIBILITY:

Organizational Mission

Our mission is to inspire all girls to be strong, smart, and bold through innovative programs, activities, and advocacy and to provide before and afterschool child care services supporting youth and their families through Alameda Island Kids.

*Reflects the mission of Girls Inc. in carrying out all aspects of the job: *strong, smart and bold.*

*Implements all policies and procedures of Girls Inc. of the Island City and communicates them to staff, parents and children.

Supervision/Activities

*Supervises up to 14 children during program activities and 6 children on field trips.

*Will be given designation of responsibility by Program Director to maintain site in case of Site Director's absence.

*Participates in planning and implementation of activities for site.

*Participates in set-up, clean-up and decoration of site.

*Attends and participates in regular staff meetings at site.

*Attends mandatory Girls Inc./AIK all staff meetings as scheduled.

Performs other duties, as assigned by Site Director, Program Director and/or CEO.

Public Relations

*Maintains positive relationships with children, school staff and parents.

*Communicates and coordinates activities with other staff.

- *Informs Site Director of all incidents, injuries and parent information as it/they occur(s).
- *Assists children to resolve conflicts.

Other

- * Turns in completed time record by deadline.
- *Assists Site Director with general enrollment, receipting and collection of fees when needed.

QUALIFICATIONS:

- *Must be 18 years or older
- *6-12 units Early Childhood Education (as described in Section 101316.2 CA Health and Safety Code—Title XXII).
- *One year experience in a licensed child care center, preferably school-age child care.
- *(Prefer) current Infant/Child CPR certificate, Infectious Disease and Staff Health, First Aid and Injury Prevention.

Hours of Work:

Non-exempt, part-time or full-time hourly position. (Full-time hours are not guaranteed and are assigned as needed on the basis of enrollment.) Benefits are available to teachers assigned to 30-hour weekly schedules. Split shift AM/PM hours to be determine by enrollment and need at each site.

Salary:

\$16.50 per hour