



of the Island City

Teacher, Alameda Island Kids Program JOB DESCRIPTION

Job Title: Teacher, Alameda Island Kids

Position Category: Part-Time or Full-Time (Hourly, Non-exempt)

Accountability: Site Director

About Us

At Girls Inc. of the Island City our mission is to inspire all girls to be strong, smart, and bold(SM) through innovative programs, activities, and advocacy and to provide before and after school child care services supporting youth and their families through Alameda Island Kids.

Alameda Island Kids, a service of Girls Inc. of the Island City, is a licensed before and after school child care program for boys and girls, grades Kindergarten through 5th. Alameda Island Kids before school and after school services are specially designed to provide age-appropriate daily activities including organized games and sports, cooking experiences, science, dramatic play, arts and crafts and much more. Activities are designed to develop social skills and build confidence. AIK program are located at five elementary school sites in the city of Alameda (Bay Farm, Edison, Earhart, Franklin and Otis Elementary School).

About the Role:

The Alameda Island Kids Teacher is responsible for assisting the Site Director in successfully managing all aspects of their school site's Licensed Child Care Before & After School Program for boys and girls Kinder -5th grade in a safe, welcoming and engaging environment.

Teacher positions work during the school year (Aug - June) with the option to work during the summer at Girls Inc. Summer Camp.

Duties & Functions of this Role:

- Supervise up to 14 children during program activities (up to 28 per group with a Teacher Assistant)
- 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, Director of Program and/or CEO.
- 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.
- Turns in completed time record by deadline.
- Assists Site Director with general enrollment, receipting and collection of fees when needed.



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Qualifications for this Role:

- 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). (Degree Preferred).
- One year experience in a licensed child care facility, preferably school-age child care.
- Current Infant/Child CPR certificate, Infectious Disease and Staff Health, First Aid and Injury Prevention (prefer).
- Upon hire, employee must also provide/complete the necessary Community Care Licensing forms and documents (*all forms will be provided*)

Hours of Work: Non-exempt, part-time or full-time hourly position.

- ***Part-Time Position:***
Monday, Tuesday, Thursday and Friday 2:00 – 6:00p
Wednesday 12:00p - 1:30p to 6:00p (*Wednesday start time varies throughout the month, depends on school location*)
- ***Full-Time Position:***
Monday - Friday: 7:00a - 8:00a, 12:30p – 6:00p (full-time & split shift pay).

Salary & Benefits:

- Starting range: \$20 per hour (up to \$22 per hour, based on education and experience).
- Paid-Time Off (as accrued)
- Benefits are available to Teachers assigned to 30-hour weekly schedules.

For more information about Girls Inc. of the Island City, please view our website at www.girlsincislandcity.org