

## **Elementary School Before and After School Program Childcare Teacher's Aide**

- Do you have a passion for working with elementary school students and helping them achieve their greatest potential?
- Would you enjoy a full-time or part-time schedule working in a professional, creative and fast-paced environment?

### **Carlsbad Educational Foundation Mission Statement**

The mission of the Carlsbad Educational Foundation is to support the education of every child in the Carlsbad Unified School District by developing, conducting and financing innovative and quality programs and projects

### **The Position**

Serve as a teacher's aide to elementary students in an after school program. Develop and carry out developmentally appropriate weekly lessons and enrichment activities under the direct supervision of a teacher. Assist in the supervision of children on the playground. Escort children to and from the restroom. Assist children with homework, create bulletin boards and displays of student work. Maintain a clean, safe, and healthy environment indoors and outdoors. Perform in accordance with policies and procedures of the Carlsbad Educational Foundation, as well as local, state, and federal laws governing after-school programs.

### **Minimum Qualifications**

*Must be current or obtained within a specified time frame as defined upon employment.*

Meet all CCLD requirements for School-Age Teacher (LIC 9095 form)

- California Department of Justice fingerprint and background clearance
- Criminal Record Certification
- Child Abuse Index Check
- Physician's TB and health clearance for working in child care center
- Valid California Driver's License

### **Required Knowledge, Skills and Abilities:**

- Demonstrated ability to instruct and supervise elementary school students
- Ability to plan and implement STEAM related lessons and activities with the supervision of a teacher
- Work closely with the Site Director and staff to ensure success through planning, execution and evaluation of the program
- Knowledge of general learning theories and curriculum development
- Demonstrated professional skills in procedures for evaluating the needs and progress of individual students
- Build relationships, act as mentors, and model good decision-making and social skills
- Maintain a fun and enthusiastic attitude to create a positive environment for students

- Ability to evaluate emergency situations and act decisively and proactively resolve problems and delegate authority judiciously when needed
- Demonstrated ability to discern when enrolled students may need special physical, medical or psychological assistance and support
- Make necessary accommodations for children with special needs
- Be knowledgeable about reporting requirements and procedures for making necessary reports regarding possible child abuse
- Ability to lift 30 lbs

### **Key Responsibilities**

- Supervise and check-in students and perform regular headcounts.
- Ensure program compliance with federal, state, and local laws as required by Community Care Licensing.
- Ensure the confidentiality and privacy of all records, maintenance of a secure and safe environment for children and employees as required by law and Foundation policies and procedures.
- Facilitate STEAM lessons/activities, community service/ leadership projects, and assist students with homework.
- Maintain and build a collaborative working relationship with school staff and administrators.

### **Compensation**

This is a part-time position; pay is dependent on experience. CEF only provides benefits for employees working more than 30 hours per week.

### **Hours and schedule**

20-25 hours per week. Position requires daily commitment; schedule may vary.

### **Applicants**

Contact: Rachel Tamayo, Carlsbad Educational Foundation

E-mail: [Rachel@Carlsbaded.org](mailto:Rachel@Carlsbaded.org)

Website: [www. Carlsbaded.org](http://www.Carlsbaded.org)

Applicants should forward a copy of resume and cover letter by e-mail

Carlsbad Educational Foundation is an Equal Opportunity Employer. A diverse applicant pool is desired.