

## Title

School Age Teacher  
Updated: 8/2/17

## Job Overview

Homework Club (HWC) is a licensed afterschool homework support and enrichment program for elementary school-age children. The School Age Teacher is responsible for the daily instruction and support of the completion of homework and enrichment activities with school age children

## Essential Duties and Responsibilities

- Supervises and work directly with children and implement child-centered curriculum and project based activities
- Be consistent with the goals and the philosophy of the program
- Maintain visual and auditory supervision of children at all times to ensure their safety in the classroom, on the playground, and on field trips
- Support implementation of enrichment activities for children including literacy activities and enrichment activities including computer literacy activities, math and science activities, art/craft projects and interest clubs
- Ensure that environment is safe, clean, clutter-free, visually aesthetic, and functional
- Interact with children in a positive, supportive, respectful and open-minded manner
- Maintain on-going communication with parents and guardians of children in your classroom and Family Connections staff
- Maintain safety and program expectations/ policies, following all protocols in compliance for childcare licensing
- Be responsible of assigned documentation needs including children's forms, progress and incident reports, participant surveys, attendance sheets, etc.
- Attend staff meetings, case consultation meetings with the mental health consultant, and program related meetings, trainings and workshops, as needed.

## Qualifications

- 12 ECE Units or in Child Development
- Minimum two years teaching experience
- AA in Early Childhood Education or related field; Bachelor's degree preferred
- Bilingual preferred: Cantonese/English or Spanish/English
- Strong knowledge of child development
- Knowledge of classroom management
- Ability to assess for child abuse, neglect and unsafe situations
- Team player
- Excellent communication skills

## Agency Overview



Family Connections is a thriving multicultural Family Resource Center with locations in the Portola and Excelsior neighborhoods of San Francisco. We are here to help develop strong, healthy families and to build our Portola and Excelsior communities. For 23 years, Family Connections has provided opportunities for families of different backgrounds to work together cooperatively, sharing cultures, values, knowledge, and resources. We help families grow. Please visit us on the web at [www.portolafc.org](http://www.portolafc.org).

### **Physical I Requirements**

Teaching:

- Involves walking, stooping, bending, kneeling, reaching and interacting with children
- Occasional walking required when leading children from Family Connections Center to trips to community parks and other field trips
- Involves setting up a classroom, including moving, pushing, pulling, lifting, manipulating, and dragging objects up to 25 lbs. May rarely be required to pick up child in emergency situation.

### **Compensation and Application Process**

- Competitive depending on experience (Range \$17.00 to \$20.00 per hour)
- Part-time, Non-exempt position
- To apply, email your cover letter (required) and resume to: [jobs@portolafc.org](mailto:jobs@portolafc.org). Please, absolutely no inquiring phone calls!

*Family Connections is an Equal Opportunity Employer.*

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.