

建橋者-基督教華人社區服務中心

American Chinese Christian Educational & Social Services, Inc.

*Families thriving in God's love, building bridges across cultures, communities, and generations*

## 2022-2023 After-School Enrichment Program Teacher – Elementary Job Description

<u>Position:</u>	After-School Enrichment Program Teacher (Grades K1-5)
<u>Effective Date:</u>	<b>2022-2023 Boston Public Schools Academic Calendar*, starting August 30<sup>th</sup> for training</b>
<u>Days/Hours:</u>	Approximately 20 hours per week, Monday through Friday*
<u>Salary:</u>	\$14.25-\$18.00 per hour (based on credentials and experience)

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### MISSION:

ACCESS seeks to empower Chinese immigrant families with a holistic Christian approach. The After-School Enrichment Program (ASEP) is committed to ACCESS' mission by providing holistic care for each child and family.

### POSITION OBJECTIVE:

The ASEP Teacher provides holistic care for each child and helps each child see how God sees them and become the person He has created each of them to be. ASEP staff is also committed to working with each child's family to help them thrive and encourage healthy relationships.

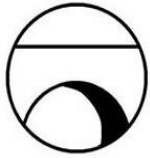
### ROLES & RESPONSIBILITIES:

#### Classroom:

- Interacts appropriately with children at all times in a warm, nurturing and emotionally mature manner.
- Ensures homework completion and checks for accuracy. If times allows, tries to explain why answers need to be checked again by the student.
- Encourages and maintains quality independent reading and/or reading log, as part of homework.
- Writes and implements age-appropriate weekly enrichment activities.
- Curates and implements age-appropriate additional activities, such as independent projects, and/or activity worksheets when homework is completed.
- Actively engages students in respectful, inclusive, and healthy play.
- Brings Christ into the classroom in behavior, conduct, story, activity, and/or prayer.

#### Family Engagement:

- Encourages family participation in family events and activities.
- Communicates with parents, as needed.
- Completes a yearly progress report for each child in care and meets with family to review and gather family goals.



### **Administrative**

- Sets-up and cleans-up own classroom; assists in maintaining program space to be thematically appropriate.
- Plans, participates in, and executes (with other staff and Director) special program events including: Thanksgiving, Christmas, Chinese New Year, Easter, Mother's and Father's Day, graduation, and end of the year celebrations.

### **Community**

- Fosters and maintains cooperative relationships with all other staff members.
- Supports organizational activities, such as the annual banquet, donor appreciation, open house, staff fellowship.
- Performs other duties as assigned by the Director of Children and Families or the Executive Director.

### **REQUIRED SKILLS, CREDENTIALS, & EXPERIENCE:**

- Meets and maintains at least the minimum licensing requirements set by the Mass. Department of Early Education and Care, including at least 20 hours per year of Professional Development, up-to-date Professional Registry, completion of mandatory EEC online training, etc.
- Pass a criminal background check (CORI/SORI) on a 2-year basis.
- Maintains current certification of CPR and First Aid.
- Provides doctor's note that states healthy to work on a yearly basis.
- Possesses strong communication skills.
- Possesses passion for ACCESS' mission and principles.

### **PREFERRED SKILLS, CREDENTIALS, & EXPERIENCE:**

- Has achieved or working towards a Bachelor's Degree in elementary education, or another child-development related field.
- Bilingual in English and Chinese (Mandarin or Cantonese).
- Prior classroom experience in relevant fields.
- Demonstrate mature Christian faith, as defined by being an active member of a local church, by agreement with the Apostles Creed, and by displaying the life of a Christian leader.



## **ADDITIONAL INFORMATION**

### **Schedule\*:**

Our program schedule follows the Boston Public School academic calendar.

- We provide after-school care (3:30pm-6:30pm) every day school is in session. We provide student pick-up from Josiah Quincy Elementary School, and Eliot K-8 and/or Harvard-Kent Elementary School's bus stop(s) at Harrison Ave and Oak St.
- We provide full-day (9:00am-5:30pm) and half-day (1:45pm-6:30pm) programming based on the BPS calendar.
- We provide full-day care during the following dates and no-school days:
  - September 6-7, December 23, January 3, April 15
  - Labor Day (September 5), Indigenous Peoples' Day (October 10), Veteran's Day (November 11), M. L. King Jr. Day (January 16), Juneteenth (June 19)
  - BPS February Vacation (February 21-24, Tuesday – Friday)
  - BPS April Vacation (April 17-21, Monday – Friday)
- We provide half-day care on the day before Thanksgiving (November 23), as well as the last two days of the academic calendar (June 21-22).
- Teachers will have training and planning sessions starting the week of August 30<sup>th</sup>.

### **Personnel:**

All teachers will be paid for an average of 20 hours of work each week of the program.

- All teachers are expected to be on site from 3:30pm to 6:45pm Mondays to Fridays.
- There will be bi-weekly mandatory staff meeting for 1.5 hours for each meeting.
- There will be monthly supervision for 30 minutes-1 hour each supervision.
- Teachers are expected to prepare and execute 1 Bible lesson per week.
- Teachers are expected to prepare and execute at least 1 Enrichment activity per week.
- All teachers are expected to ensure Homework completion of all students to the best of their abilities.
- All teachers are expected to attend at least two evening family dinners during the school year.