



# WISSAHICKON CHARTER SCHOOL

## **Recess and Afterschool Program Teacher - Fernhill Campus**

### **Overview**

Wissahickon Charter School is looking for a kind and committed individual to support Recess and teach in our After School Program at our Fernhill Campus. The recess support portion of this combined position works from 10:30 am and to 1:15 pm at a rate of \$10 per hour. S/he will then teach in the afterschool program from 2:30 pm to 6 pm each day at a rate of \$13 per hour. In both recess and afterschool, s/he is expected to create an environment conducive to safety, kindness and fun. Flexibility and creativity are highly encouraged. Details about each part of this joint role can be found below.

### **Recess Responsibilities**

- Monitor, engage, and facilitate recess for all students. This may include playing double dutch, refereeing a b-ball game, helping students find a quiet place to read, or mediating a conflict.
- Ensure that students are meeting WCS' behavioral expectations and are safe at all times.
- Recess staff are expected to be outside with the students, even when the weather is hot or cold. Indoor recess will be held in case of inclement weather or extreme temperatures.
- Recess teachers are expected to continue to be engaged, nurturing, and excited about recess with the students.

### **Afterschool Program Teacher Responsibilities**

- Create and maintain a safe, nurturing environment in which all students are given the opportunity to flourish socially, emotionally and academically
- Consistently implement daily rituals, rules and consequences that benefit the management of the group as a whole.
- Report any observations of students struggling severely either socially or emotionally to program director and parents/ guardians.
- Provide students with whole group, small group, and individual academic support and enrichment.
- Consistently check that all homework is being completed correctly and neatly. Report any observations of students struggling severely with academic work to program director and parents/ guardians.
- Design a daily agenda, including time/ space management for all aspects of the afternoon.
- Write detailed weekly lesson plans, which are due every Friday to the program director either by email or written/ typed in school mailbox.
- Attend monthly or as-needed meetings with the entire ASP staff.
- Communicate openly and continually with program director regarding group progress, individual students, and your needs as a teacher.
- If you do not have a cell phone or do not wish to take it outside, you must take a school walkie-talkie out to the park or playground in case of emergency.
- Take daily attendance and keep clear, accessible weekly attendance records.
- Gather and distribute snack materials.
- Maintain positive relationships with parents/ guardians.



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- Clean up/ straighten ASP space at the end of every afternoon. This includes wiping tables after snack. If using a classroom, make a special effort to leave it as clean or cleaner than you found it.

## **Additional Expectations (Both Positions)**

- Cell phone use is limited to emergency situations only. Personal calls/ emailing/texting or other personal use of cell phones while with the children is not allowed.
- Maintain clear and accurate records as necessary in incident report log.
- Complete an incident report form immediately after any incident, making sure to send home a copy with the student the very same day.
- Enjoy the students and have fun!

## **Qualifications**

- High School Diploma or GED required, Bachelor's degree a plus
- At least one year of experience working with elementary and/or middle school students, ideally in a school or at camps
- Dependable, with a good record of attendance and timeliness
- A relationship builder; able to build effective relationships with students
- All applicable clearances required by law including current FBI clearance, Criminal Record Check, Child Abuse Clearance, and proof of a negative TB test
- CPR/First Aid and Water Safety trained a plus
- Receptiveness to feedback, positive attitude, and a desire to continuously improve
- Belief in Wissahickon Charter Schools' mission, and the belief that all children can learn and succeed

## **Hours**

This position runs from 10:30 am to 6 pm with a one-hour break in between their recess and afterschool duties.

## **Compensation**

This position is paid at a rate of \$10 for 3.25 hours and \$13 for 3.5 hours each day. It also includes fully employer covered medical benefits. The daily hours are 10:30 am to 6 pm with an unpaid break between 1:15 and 2:30 pm.

## **How to Apply**

To be considered, please send a resume to [golphin@wissahickoncharter.org](mailto:golphin@wissahickoncharter.org) and [a.hegedus@wissahickoncharter.org](mailto:a.hegedus@wissahickoncharter.org) with "Recess/ASP Teacher" in the subject line.

*Wissahickon Charter School is committed to hiring a diverse staff and encourages those from traditionally under-represented backgrounds to apply. Wissahickon Charter School does not discriminate in hiring or employment, or in the administration of its educational policies, admissions policies, or other programs.*