



# After School Program Instructor

## JOB SUMMARY

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ICSAtlanta seeks a qualified and passionate after school program (ASP) instructor to work with students after school to reinforce material taught during the school day, assist with student homework, tutor students as needed, and/ or to work with students in enrichment activities such as art, music, PE, language, computer and/ or coding skills.

## TERMS OF EMPLOYMENT

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ASP operates on school days from 3:00 PM to 6:30 PM.

The program operates Monday-Friday only.

The ASP Instructor will be scheduled as needed, most likely from 3:00 to 7:00.

Scheduling will be a collaborative effort between the ASP Director and the ASP Instructor.

The ASP Instructor position is part-time and hourly.

## PRIMARY FUNCTIONS & ESSENTIAL RESPONSIBILITIES

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- Implement the program curriculum as planned by the ASP Director to ensure a quality experience for all participants.
- Work with program personnel to implement engaging, developmentally appropriate, and educational enrichment curriculum and programming which expands and supports student learning experiences beyond the classroom.
- Develop and maintain professional working relationships through effective and timely communication with the ASP director and other program personnel.
- Assist the ASP Director in addressing the ongoing needs of the students and parents.
- Implement program procedures effectively to ensure the safety of all participants.
- Observe, monitor, and participate in children's play activities.

- Promote a safe and healthy environment based on safety standards set within the program.
- Support the emotional and social development of children.
- Report any concerns and questions regarding the program (students, parents, equipment needs, supplies, other staff, volunteers, etc.) to the ASP Director.
- Maintain accurate and organized records such as attendance records, timesheets, incident reports, and all other paperwork as instructed by the ASP Director to ensure program compliance and quality operations.
- Assist in the cleaning and straightening of the room and equipment before, during, and after the program. This includes washing tables, chairs, and toys, putting up chairs, and locking the building at the end of the day.
- Demonstrate behavior that is professional, ethical, and responsible.
- Perform other duties as assigned.

## QUALIFICATIONS & EXPERIENCE

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- Preferred: successful completion of higher education coursework related to education, child development, and/or related field.
- Preferred: experience implementing educational programming and working with students as a teacher, educational aide, after school care aide, and/or daycare operator or assistant.
- Mandatory: background or demonstrated practice in ***one or more of the following***: art, music, elementary tutoring (or working knowledge of elementary academic concepts), team sports, PE, second language tutoring, and/or computer coding (knowledge of Scratch, Code.org, or similar applications preferred).
- Mandatory: A high sense of professionalism.
- Mandatory: must pass a criminal background check.

## TO APPLY

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Please send an email to [tanya.parker@icsatlanta.org](mailto:tanya.parker@icsatlanta.org) that includes your resume and cover letter explaining your prior work experience. In the email subject line, please include your name and the position you are applying for (For example: Sarah Brown – ASP Instructor).