



**Thomasville Community Resource Center, Inc.  
Afterschool & Summer Program  
Job Title: Teacher**

Under the supervision of the Site Coordinator, Teacher will supervise an assigned group of students, providing instruction and enrichment opportunities for all students. In addition, teachers will supervise volunteers and para professionals whenever they are in the presence of students.

**Qualifications:**

1. Be at least twenty (21) years of age
2. Some teaching experience required
3. No criminal records
4. Never been found to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct
5. Not have any physical handicap or mental health disorder, which would interfere with the person's ability to perform assigned job duties
6. Obtain and maintain CPR and First Aid Certification
7. Experience working with at-risk students preferred
8. Strong written and verbal communication skills and organization skills
9. Bachelor Degree or higher and a Georgia Teaching Certificate

**Tasks:**

- Provide support to tutors/volunteers
- Lead students in organized group activities
- Plan, prepare, and develop various teaching aides
- Prepare program reports in assigned subject areas and submit to Site Coordinator
- Take attendance and maintain attendance records
- Be familiar with and follow all TCRC policies and procedures
- Supervise and insure the safety and well being of the students at all times by sight and sound
- Maintain appropriate student and site required records
- Attend all staff meetings
- Establish connections with parents/families
- Be familiar with the TCRC's Emergency Plans
- Keep Site Coordinators informed in advance of program needs
- Report to Site Coordinator any cases of suspected child abuse and neglect
- Handle discipline promptly and in accordance with TCRC policies and procedures
- Supervise all activities (including enrichment led by others) to ensure safety at all times
- Administer assessments and record relevant data to assess progress
- Identify, select, and modify instructional resources to meet the needs of the students with varying backgrounds and learning styles

- Provide a positive environment in which students are encouraged to be actively engaged in the learning process
- Complete job related surveys and reports as assigned
- Create interactive engaging program reports for students
- Manage classroom setting and ensure students' safety and learning
- Review homework assignments for accuracy
- Meet grant funded goals and objectives if applicable

**Time Commitment:** 10-15 hours a week, not to exceed 15 hours unless approved by supervisor

**Training Mandatory but not limited to:** Mandatory trainings are typically held on Saturdays. Orientation must be attended within 14 days of hire.

### **Physical Requirements**

Must have the ability to:

- ✓ Ability to Lift up to 20 lbs.
- ✓ Climb up and down stairs with or without a load
- ✓ Have mobility required to ensure the safety of students both inside and outside of the Center
- ✓ Work outside (be exposed to elements such as pollen, humidity, etc.)
- ✓ Stand and/or bend continuously for a minimum of 2 hours without a load
- ✓ Perform light cleaning with household grade chemicals
- ✓ Have visual and hearing capabilities that are with consistent supervision of children

**Reports to:** Site Manager