**Job Title:** Extended Day Teacher

**Reports To:** School Principal

**FLSA Status:** Non-Exempt

**Job Summary**: Create and implement a flexible program and classroom environment favorable to student learning and personal growth. Develops lesson plans consistent with established guidelines. Establish effective rapport with students, staff members, and parents. Motivate students to develop skills, attitudes, and knowledge to provide an effective educational foundation, in accordance with each student’s ability.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**  
***Instruction/Education Responsibilities***

* Plans and implements a program of instruction that adheres to the company’s philosophy, goals and objectives as outlined in the adopted courses of study.
* Makes purposeful and appropriate lesson plans which provide for effective teaching strategies and maximizes time on task.
* Maintains accurate and completes student records.
* Willing to be outside with children, greet parents and open gates in all weather types.
* Willing to work with all groups.

***Provide a Classroom Environment Conducive to Learning***

* Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
* Maintains positive rapport with students; demonstrates patience and appropriate nurturing to assist in the growth of the child.
* Ensures classroom is clean, safe and includes student generated work on display as appropriate.
* Implements all relevant policies governing student conduct.

***Instructional Planning***

* Develops lesson plans consistent with established guidelines and goals.
* Plans individual and / group learning activities designed to meet instructional objective and students’ needs.
* Takes all necessary and reasonable precautions to protect supplies, equipment, materials, and facilities needed to implement effectively the planned instructional program.

***School/Community Relations***

* Strives to establish cooperative relations and makes reasonable effort to communicate with parents/guardians when appropriate.
* Communicates clearly, consistently, and positively with parents via all appropriate mediums.
* Cooperates with members of the administration, other staff and with CSUSA.
* Maintains confidentiality regarding student records.
* Participates in parent communication activities.
* Participates in extracurricular activities to ensure a positive school culture and provide support for students and staff (as required).

**\*\*MAY PERFORM OTHER DUTIES AS ASSIGNED\*\***

***Qualifications REQUIREMENTS***

* High School Diploma
* Pass a Level 1 Background Check