



Extended Day Program Teacher

Grace School
Houston, Texas

Description:

An extended day program teacher will be a member of Grace School. The primary responsibility will be to ensure the safety, nurture and empowerment of the students at all times, while performing duties within the parameters of the State minimum Standards and the Mission and Philosophy of Grace School. This position is part time – approximately 20 hours a week.

Accountability:

Reports to the Director of Grace After School

Responsibilities:

An extended day program teacher will be responsible for the supervising of children, 2 year old – Pre-K3's or Pre-K's – 8th grade, through daily schedules, programming, and activities within a Christian environment.

- **Familiarizing oneself with the State Minimum Standards, GAP guidelines, and all programming through the GAP to ensure knowledge of, and ability to assist students and parents with all aspects of services provided.**
- **Insuring a safe and healthy environment for all students through proper planning and set up of the extended day program facilities.**
- **Making the commitment to work with and support colleagues to be positive role models for students.**
- **Assessing the condition of items used by students and taking the necessary steps to insure the cleanliness and safety of such items daily.**
- **Preparing snacks and drinks daily within proper health and safety parameters set forth by State Minimum standards and GAP.**
- **Preparing all materials related to programming activities.**
- **Implementing all activities and programming making every effort to promote student's self-esteem and faith.**
- **Supervising students in all GAP areas including outdoor facilities and working with all colleagues to promote effective strategies for ensuring that students are accounted for at all times.**
- **Greeting all students by name as they arrive to pick up or drop off students and assisting them as needed.**
- **Answering GAP phone when needed, endeavoring and their child's activities and safety.**
- **Recognizing the uniqueness of all students, encouraging activities that foster children to be successful regardless of their special needs or limitations.**
- **Planning and modifying activities to ensure that they meet the needs of students at their own individual pace.**



- **Required to change diapers and follow the required protocol for this task.**
- **Taking advantage as much as possible of “teachable moments” when a situation can become an important learning experience for a child or group of children.**
- **Participating in all staff meetings, training sessions and planning meetings.**
- **Participating in required continuing education courses each year to foster professional growth. To comply with State of Texas minimum standards.**
- **Assisting in Public Relations events held by Grace School.**
- **Prepare and teach crafts in the assigned age group.**
- **Ensure no child is left alone or unattended.**

Knowledge Skills and Abilities

- **Knowledge of infant illnesses**
- **Skills in patience.**
- **Skills in time management.**
- **Skills in remaining calm under pressure.**
- **Ability to be flexible with routines.**
- **Ability to react and move quickly. (Lift, carry, run with children in event of emergency)**
- **Ability to get along with co-workers.**
- **Be flexible in working with different age groups.**
- **Be able to lift, push and carry up to 40 lbs., sit up to 30 minutes, stand up to 4 hours and be able to kneel when needed.**
- **Be able to hear all types of sounds.**
- **Be able to read stories to the children.**
- **Be perceptive and aware of all children in your care.**
- **Be able to communicate properly and effectively with parents.**

Candidates must be 18 years or older.

The above statements are intended to describe the general nature and level of work for this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required.