



POSITION SUMMARY/OVERVIEW

A Grace After-school Program (GAP) teacher will be a member of Grace School. The primary responsibility will be to ensure the safety, nurture, and empowerment of the students always, while performing duties within the parameters of the State's Minimum Standards and the Mission and Vision of Grace School. This position is part time – approximately 20 hours a week and starting salary is \$15.00. Hours are 1:30 - 6:00 Mon - Fri.

Accountability: Reports to the Director of Grace After-School Program.

Responsibilities:

An after-school teacher will be responsible for the supervision of children, 2-years-old – Pre-K 3 or Pre-K 4 – 8th grade, through daily schedules, programming, and activities within a Christian environment.

- Familiarizing oneself with the State's Minimum Standards, GAP guidelines, and all programming through GAP to ensure knowledge of, and ability to assist students and parents with all aspects of services provided.
- Ensuring a safe and healthy environment for all students through proper planning and set up of the after-school day program facilities.
- Committing 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 the State's 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 collaborating 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, pick up, or drop off and assisting them as needed.
- Recognizing the uniqueness of all students and encouraging activities that foster children to be successful regardless of their special needs or limitations.
- Changing diapers and following the required procedure, depending on the assigned classroom.
- 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 – academically or socially.
- Participating in all staff meetings, training sessions and planning meetings.
- Participating in required continuing education courses each year to foster professional growth in compliance with State of Texas Minimum Standards.
- Prepare and teach crafts to the assigned age group.
- Ensure no child is left alone or unattended.

Knowledge Skills and Abilities:

- 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 be able to work on a team and support other team members.
- 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 read stories to the children.
- Be perceptive and aware of all children in your care.
- Be able to communicate properly and effectively with parents.

Qualifications:

- Be at least 18 years of age.
- High School diploma or equivalent

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.

Please complete the online application and send resume to:

Narda Weierbach at NWeierbach@gpch.org

Grace School
10219 Ella Lee
Houston, Tx 77042
713-267-8707

Candidates must be 18 years or older.