

JOB DESCRIPTION

JOB TITLE: Lead OST Teacher **DATE:** 05/13/2021

PROGRAM / DEPT: Cabrillo STEAM Program **REPORTS TO:** Program Director

DIVISION: Program Operations CYO Programs **SUPERVISOR OR MANAGER?:** No

STATUS: Temporary, Full Time (40 hours per week) **FLSA STATUS:** Non-Exempt

NON-UNION or UNION: Non-Union **UNION CLASSIFICATION:** N/A **UNION TITLE:** N/A

PROGRAM & POSITION SUMMARY

Catholic Charities Cabrillo STEAM Program provides out-of-school time care for school-age youth, 9-15 years of age. As an academic enrichment program, these services address educational deficiencies and build innate strengths by providing activities that promote healthy growth and development. The Cabrillo STEAM Program is equipped with indoor space for safe, supervised and age appropriate programming with emphasis on Science, Technology, Engineering, Arts, and Mathematics.

The Lead OST Teacher plans and monitors the daily operation and implementation of STEAM Program activities, year around. Cabrillo STEAM Program operates 8:00 am – 12:00 pm, M-F. The schedule for this position is 7:00 am to 3:00 pm, M-F.

ESSENTIAL DUTIES & RESPONSIBILITIES

- In collaboration with Program Director, designs an age appropriate curriculum for Afterschool, Summer and other seasonal programming as prescribed by Program Work Plan.
- Provides oversight to all center operations when Program Director is not on-site.
- Enforces all center PPE requirements and ensures that all aspects of the center’s functions meet The Department of Public Health’s regulations.
- Ensures that all aspects of the Program’s functions meet Community Care Licensing regulations, i.e.: adult-child ratios, activity protocols, etc.
- Plans for proper staffing, of different programmatic areas; such as activity rooms in order to promote and ensure a safe, healthy, enriching and nurturing learning environment.
- Reviews and monitors the implementation of all relevant activity plans in a timely fashion.
- Plans and develops weekly implementation of Socio-Emotional Curriculum, promoting safe behavior.
- In coordination with Program Director, prepares schedules for all professional, para-professional and volunteer Program staff.
- Oversees staff rotation schedules of activities following Program Master Schedule.
- Participate in staff hiring and disciplinary processes, as needed.
- Supervises groups of children during planned activities
- Implements and plans as directed, age-appropriate curriculum for enrichment periods and extracurricular activities.
- Supervises groups of children during all enrichment activities.
- Takes attendance, checks student temperatures and confirms the symptom checker has been completed by all students.

- Supports students by following a daily schedule, setting up of supplies, educational materials and program space for activity every day.
- Upholds a productive communication with parents and site representatives (principals, teachers, case-workers, etc.) in order to process children’s issues of concern.
- Enters client's data into CARES and, on regular basis or as directed by Program Director.
- Promotes safe behavior, through a coordinated weekly implementation of Socio-Emotional Curriculum.
- Facilitates/mediates, conflict resolution, focusing on “accountable-talk”.
- Participates in staff meetings, as directed.
- Attends trainings and other staff development activities, as directed.
- Coordinate parent’s meetings, as directed with Program Director.
- Respond to emergencies according to directives and stipulations present on Program Emergency Plan, including CPR prescribed practices and protocols.
- Prepares and submits Incident Reports, as needed.
- Other tasks as assigned by Program Director.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

- Teaching Credential or equivalent plus 24ECE Units and 5 (five years of experience) or BA College Degree and 5 years of experience in Child Development field
- CPR/First Aid Certificate
- Clear Physical Examination.

Knowledge, Skills & Abilities:

- Knowledge and clear understanding of Child Development and Education field, experience with class management, planning and curriculum implementation.
- Knowledge and experience conducting class and children observations.
- Knowledge and understanding of the needs of the working poor and marginalized communities of color.
- Ability to display healthy leadership and organizational skills.
- Ability to supervise others and to be comfortable working under supervision.
- Ability to control and manage groups of children in structured and unstructured environments.
- Ability to work cooperatively in a program with limited resources.
- Ability to be consistently punctual and responsible.
- Ability to remain calm under pressure, work in a fast-paced environment and manage demands.
- Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in cross-cultural situations.

Clearances Required Prior to the First Day of Employment:

| | | |
|----------------------------|---|------------------------------|
| Fingerprinting | TB Screening - | First Aid |
| Clearance: Required | Negative Tuberculosis Test: Required | Certificate: Required |

COUNCIL ON ACCREDITATION (COA) ROLES

- Is responsible for accurate and timely data entry that aids Performance and Quality Improvement (PQI) reporting and case record reviews.

- Is responsible for accurate and timely submission of case records.
- Serves on a quarterly case record review committee for Performance and Quality Improvement
- Serves on department or program Performance and Quality Improvement PQI Committee responsible for monitoring goals and reporting.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Frequent bending, standing, stooping, kneeling, reaching, twisting, and walking.
- Frequent lifting, pushing, and pulling.
- Intermittent repetitive motions: Making substantial movements (motions) of the wrists, hands, and/or fingers.
- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.
- Driving is not required for this position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The worker is subject to outside environmental conditions: No effective protection from weather.
- Noise level in work environment is usually moderate.
- The worker is occasionally exposed to cleaning products.
- The worker is regularly exposed to arts and crafts supplies that may contain an odor such as non-toxic paint, glue, permanent markers, dry erase markers and crayons.
- The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
- The work environment will include children ages 8 to 14 years old
- The work environment includes traveling using various modes of transportation.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

CATHOLIC CHARITIES IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER and is committed to providing equal employment without regard to race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, legal domicile status, veteran status, disability or AIDS/HIV status or any other characteristic protected under federal or state law.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.