



JOB DESCRIPTION

JOB TITLE: <u>Out of School Time Teacher (OST Teacher)</u>	DATE: <u>05/13/2021</u>
PROGRAM / DEPT: <u>Cabrillo STEAM Program</u>	REPORTS TO: <u>Program Director</u>
DIVISION: <u>Program Operations CYO Programs</u>	SUPERVISOR OR MANAGER: <u>No</u>
STATUS: <u>Temporary, Full Time (40 hours per week)</u>	FLSA STATUS: <u>Non-Exempt</u>
NON-UNION or UNION: <u>Non-Union</u>	UNION CLASSIFICATION: <u>N/A</u>
	UNION TITLE: <u>N/A</u>

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 Out of School Time Teacher position will supervise and support a maximum of 14 children participating in the STEAM Program, ages ranging from 9 to 15, daily. Cabrillo STEAM Program is open M-F 8:00 am to 12:00pm. The schedule for this position is 7:00 am to 3:00 pm, M-F.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Plans as directed, age-appropriate curriculum for enrichment periods and extracurricular 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.
- Enforces all center PPE requirements and ensures that all aspects of the center’s functions meet The Department of Public Health’s regulations.
- Regularly sanitize and disinfect common use areas.
- Distributes, disinfects and exchanges laptops from cart when battery runs low.
- Mediates conflicts between children, focusing on “accountable- talk.”
- Supervises children during free play to ensure a healthy, safe and nurturing environment.
- Supervises groups of children, promoting safe behavior.
- Participates in staff meetings, as directed.
- Attends Trainings, as directed.
- Responds to emergencies according to directives present on Program Emergency Plan.
- Communicates with site principals for any Program needs.
- Prepares and submits Incident Reports on as needed basis.
- Other tasks as assigned by the Lead Teacher or 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:

- High School Diploma or equivalent plus Minimum 5 ECE Units
- College Degree preferred.
- Minimum of 3 years documented relevant experience in Child Development Field

Knowledge, Skills & Abilities:

- Knowledge and understanding of Child Development-field and experience with class planning and implementation, as well as experience conducting observations of children and teaching staff.
- Understanding of the needs of the working-poor and marginalized communities of color.
- 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
Clearance: **Required**

TB Screening -
Negative Tuberculosis Test: **Required**

First Aid
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.
- Frequent 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.

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.