

## Before School Elementary Position Description

---

**Position Title:** Classified Part- Time Before School Classroom Leader

**Service Term:** August 2021-June 2022

**Reports to:** Program Manager and Site Supervisor

### **POSITION SUMMARY:**

COOL School is looking for individuals who are passionate about making a positive impact through Expanded Learning Programming. The Before School Classroom Leader is located at 2 elementary schools in Napa, McPherson and NVLA. At each site, Classroom Leaders will work alongside a Site Supervisor the Classroom Leader will facilitate a classroom of twenty (20) students. The Classroom Leader is responsible for independently planning, organizing, and performing a wide variety of duties in the implementation of the Before School Program.

### **ESSENTIAL DUTIES:**

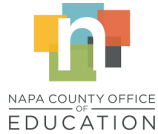
- ✓ Prepares and implements creative, hands on, interactive, and engaging lesson plans.
- ✓ Uses a variety of approved instructional materials, resources, and experiences to enrich student learning.
- ✓ Maintains accurate attendance and sign in information for youth participants.
- ✓ Ability to manage a classroom effectively with 20 students.
- ✓ Uses effective positive interpersonal communication skills.
- ✓ Builds relationships and collaborates with peers and regular school day staff.
- ✓ Adhere to NCOE and school site professional conduct policies.
- ✓ Completes periodic reports as required.
- ✓ Performs other related duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES: Position requires:**

- ✓ Encourages youth voice in the development of program activities, with emphasis on inclusion and academic achievement for a multicultural and diverse population.
- ✓ Classroom and behavior management skills; group facilitation.
- ✓ Knowledge of parent/student needs and issues.
- ✓ Commitment to professional growth and eagerness to learn.

### **Requirements**

- Obtain Fingerprint and TB Clearance
- Obtain CPR/First Aid Certification



- Be able to work well and collaboratively with a diverse community
- Be able to work well as a member of a team
- Be dependable and responsible
- Be able to determine and maintain confidential information
- Be able to maintain a harmonious working relationship with parents, students, school staff, volunteers and community members/organizations.
- Be a self-starter and be able to work with minimal supervision.
- Be able to plan and organize multiple project tasks
- Communicate clearly and effectively both orally and in writing
- Must complete NCOE's CASAS Exam

### **Requirements Prior to the Start of Employment:**

- Criminal fingerprinting background checks through the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI).
- National Sex Offender Registry check
- TB Test with Negative results within the last four (4) years

### **Hours and Rate of Pay**

- Hourly rate: \$15.50 per hour with an opportunity to increase .50/hour each year up to \$18/hour
- One year of CL experience is required before receiving an increase
- Increases occur in July and January
- Generally: Monday - Friday from 6:45AM–8:15AM
- Modified hours for training and other meetings when necessary
- Three (3) personal and five (5) sick days per year, which are unpaid days off
- All school holidays are unpaid days off

### **TERMS OF EMPLOYMENT:**

This is an hourly, temporary, part-time position dependent upon Grant funding.

- This position has a 180 day per school year limit.
- Medical benefits are not provided with this position

Application Process

### **Application Process**

- To apply, please visit [EDJOIN.org](http://EDJOIN.org)
- You can also submit your resume, cover letter, and one letter of recommendation.
- To learn more about this position and the application process, send us an email or give us a call!