Job Title: After-School Teacher

Location: Winston-Salem, North Carolina
Department: School-Age Programs
Reports To: Childcare Center Director / School-Age Program Coordinator
Employment Type: Part-Time

Position Summary

The After-School Teacher is responsible for providing a safe, structured, engaging, and supportive after-school environment for school-age children. This position supervises children during afternoon programming, facilitates recreational and educational activities, supports homework completion, and promotes positive social interactions.

The After-School Teacher ensures children remain safe, engaged, and appropriately supervised throughout the program.

Essential Duties and Responsibilities

Program Activities

- Plan and implement age-appropriate activities for school-age children.
- Provide homework assistance and encourage academic development.
- Organize arts and crafts, STEM activities, games, sports, and recreational opportunities.
- Promote creativity, teamwork, leadership, and problem-solving.
- Develop activities that support children's social, emotional, and physical development.
- Maintain a structured daily schedule and positive classroom environment.

Child Supervision and Safety

- Maintain active supervision of all children.
- Follow applicable North Carolina school-age childcare regulations.
- Ensure appropriate attendance, sign-in, sign-out, and authorized pickup procedures.
- Follow transportation procedures if transportation is part of the program.
- Maintain appropriate behavior management and discipline practices.
- Respond appropriately to emergencies, injuries, and behavioral concerns.
- Maintain safe indoor and outdoor activity areas.

Family Communication

- Communicate professionally with parents and guardians.
- Provide updates regarding activities, behavior, and program participation.
- Report concerns or incidents to administration.
- Follow center procedures regarding child release and parent communication.

Program Responsibilities

- Assist with snack preparation and distribution.
- Maintain classroom materials and recreational equipment.
- Assist with opening, closing, and cleaning duties.
- Participate in staff meetings and required professional development.
- Follow center policies, procedures, and confidentiality expectations.

Qualifications

- Meet North Carolina DCDEE school-age staff requirements applicable to the position.
- High school diploma or equivalent required for applicable school-age positions.
- Basic School-Age Care (BSAC) training required for applicable group leader responsibilities.
- Experience working with school-age children preferred.
- Strong communication, leadership, and classroom management skills.
- CPR, First Aid, and required training must be maintained as applicable.
- Must meet applicable background check and health requirements.

Performance Expectations

- Maintains a safe and organized program.
- Provides engaging and developmentally appropriate activities.
- Demonstrates effective supervision and behavior management.
- Builds positive relationships with children and families.
- Maintains professionalism, dependability, and teamwork.