

# NOW HIRING

## After School Program Team Leader

### **Center for Advanced Learning Charter School**

4016 Central Ave

Los Angeles, Ca. 90011

#### **Responsibilities:**

The general job duties and responsibilities of this position include but are not limited to:

- Oversee and direct age appropriate academic lesson assignments, homework and enrichment/recreation activities with clusters of 20 students
- Develop and implement age appropriate lesson plans based for fun, skill-based learning activities
- Implement effective classroom behavior management
- Maintain and keep inventory of classroom equipment and work areas
- Work effectively and cooperatively with co-workers, parents, teachers and community partners to ensure quality services are being delivered
- Monitor and enforce school and ALL program rules to provide a safe, respectful and positive learning environment
- Complete daily attendance and other record keeping for program reporting
- Attend and participate in staff development meetings, trainings and professional development activities
- Serve as a role model by demonstrating appropriate speech, positive attitude and encouragement
- Ability to problem solve and resolve conflicts
- Communicate and interact professionally and effectively with all levels of staff, students, and parents
- Maintain daily attendance and assist with student sign out procedures

#### **Requirements:**

- Have 60 semester or 90 quarter units from a recognized college or university and pass the District Proficiency Test or
- Have an associate degree from a recognized college or university and pass the District Proficiency Test or
- Pass the Instructional Assistance Test and the District Proficiency Test.
- Provide TB test clearance
- Ability to clear DOJ background check

- Must be at least 18 years of age and legally eligible to work in the U.S.
- High School Diploma or G.E.D. required
- At least 1 year experience working with children in a classroom, afterschool, recreation or group environment; Able to work with diverse youth
- Must be able to handle multiple projects and meet deadlines
- Excellent organization, writing and communication skills
- Ability to sit, walk and stand for extended periods of time, lift up to 50 lbs and work outdoors

**Conditions:**

**Must be able to work during the following days/hours:**

- Monday, Wednesday, Thursday: 2:15 pm - 6:15 pm
- 1<sup>st</sup> Tuesdays: 1:00 pm – 6:15 pm
- Tuesdays: 2:00 pm – 6:15 pm
- Fridays: 12:00 pm – 6:15 pm
- Punctuality and good attendance are a must
- Part time; Approximately 22 hours a week; 10 months
- Work schedule coincides with the Los Angeles Unified School District school calendar. Schools are closed during spring, summer and winter recess periods, and school holidays

**Salary:** \$11-15 hr based on experience