

**Better Basics**  
**JOB DESCRIPTION**

**JOB TITLE:** Teacher I - HOPE 21<sup>st</sup> CCLC

**WORK STATUS:** Seasonal

**WORKWEEK:** 17.5 hours

**WAGE CLASSIFICATION:** Non-Exempt, Hourly

**POSITION SUMMARY** (functions and objectives):

- Instructs students during academic and enrichment activities and ensures successful student participation.

**ESSENTIAL PERFORMANCE SKILLS, DUTIES AND RESPONSIBILITIES:**

- Instructs students in all aspects of HOPE Center activities including check-in, snack, fitness, homework remediation, academic intervention and enrichment, circle time and special events.
- Responsible for set-up and clean-up of all materials and equipment for daily activities
- Prepares and teaches daily lessons in fitness/health/nutrition and community building (circle time).
- Prepares and teaches weekly lesson incorporating technology.
- Fills in for absent staff members, as needed.
- Utilizes materials provided by Better Basics to carry out all lesson plans
- Implements positive behavior supports to maintain good discipline and a positive learning environment during entire afternoon.
- Resolves conflicts among students, enforces behavior management policy, communicates with parents regarding discipline, and keeps accurate records of same for student files.
- Sets a good example for students and others with regard to cleanliness, appropriate dress, punctuality, sharing clean-up and chores, and sportsmanship
- Encourages respect for personal property, program and recreation equipment, and facilities
- Submits all required reports including attendance sheets, injury reports, snack counts, and discipline records
- Maintains awareness of the health and well-being of assigned students.
- Collects and submits all fees in a timely manner
- Requests program supplies and materials from Program Coordinator/Teacher III
- Attends all required staff training and orientation meetings

**ESSENTIAL TECHNICAL SKILLS, QUALIFICATIONS, EDUCATION/EXPERIENCE:**

- Teaching certification and classroom teaching experience preferred
- Excellent organizational, management and communication skills
- Knowledge of federal and state regulations governing 21<sup>st</sup> Century Community Learning Centers
- Able to use and instruct others in the use of iPads, laptops, interactive white boards and web-based software.
- First Aid/CPR Certification
- Professional appearance and disposition with volunteers and staff
- Approved background check
- Reliable transportation to and from work site

**Job Description –Teacher I– HOPE 21<sup>st</sup> CCLC (continued)**

**PHYSICAL DEMANDS:**

- Ability to transport up to 30 lbs. of books and materials
- Ability to work outdoors and indoors without air conditioning, depending on student activities

**WORK ENVIRONMENT:**

- Primarily in 21<sup>st</sup> Century HOPE CLC site in Fairfield located in a public school
- Occasional off-site field trips
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**BY SIGNING BELOW, YOU AGREE THAT YOU HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION AND HAVE RECEIVED A COPY OF THIS DOCUMENT.**

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EMPLOYEE SIGNATURE

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DATE

BETTER BASICS IS AN EQUAL OPPORTUNITY EMPLOYER