

Before/After School Class Instructor



Do you like working with elementary school children? Part-time positions are available in the OPMAD after school program in Hartford. Must be available from 3:00 -6:00 p.m. Earlier hours are available.

Part-time, \$15/Hour, approx. 20 hours/week

Job Qualifications:

- Education; High School Diploma or the equivalent - course work in child development or related area and/or volunteer experience with students a plus.
- Knowledge of: Basic concepts of child development and atypical child behavior characteristics; appropriate human relations and student needs; proper English usage, spelling, grammar, and arithmetical concepts.
- Personal Characteristics: Personal characteristics including integrity, initiative, emotional maturity, dependability, courtesy, good judgement, and ability to work cooperatively with others.
- Background Check Required.
- Physical Abilities /Environment: Physically and mentally able to perform the essential duties of caring for children. Ability to communicate with coworkers, students and the public. Work in classroom.
- Responsibilities: successfully incorporate the OPMAD vision and mission at the site; to work with the site team, individually design and implement lesson plans to improve literacy and math; provide homework assistance; conduct enrichment and recreation activities.
- Improve learning and social skills and raise self-esteem and self-confidence, of the children to develop and maintain a safe, supportive learning environment in which children thrive.
- Actively participate in staff development workshops that are designed to contribute to personal and professional growth. Maintain clean work area, help with clean-up after student dismissal. Report positive behavior as well as negative behavior to On-Site Coordinator/Assistant. Responsible for maintaining a well-structured class.
- Duties: Education; Help raise the literacy and math levels of OPMAD students. Develop and implement individual and group lesson plans. Ensure that social and literacy components are being implemented. Classroom Management; Must not allow students to be alone at any time during program or dismissal. Provide ongoing opportunities for children to experience success. Maintain the safety of students. Ensure that students are well behaved. Make the program fun for students and volunteers. Assist in managing classroom operations, including preparing and completing reports. Responsible for keeping students engaged in activities.
- School/Community Relations; Participate in all trainings and staff activities and workshops required by OPMAD. Develop positive relationships with the children, parents, volunteers and school staff. Ask for help or assistance when needed. Maintain professionalism with parents, staff members and community members. Model good behavior with children, parents and staff.

If you're interested in making a difference in a child's life call us at
(860) 548-0301 or email at opmad@opmad.org.