

Eleanor Kolitz Hebrew Language Academy: After-School Position

Type: Temporary / Part Time

Pay Rate: \$10.00/hr

EDUCATION AND EXPERIENCE:

High School Diploma or College Degree

Experience working with children

High School Diplomas and college/university degrees must be obtained from an accredited program or university approved by the United States Department of Education and the Texas Education agency.

OTHER INFORMATION:

2019-2020 School Year- begins in August

Work Schedule: Monday-Friday, each day that school is in session.

Work Hours: 2:45 PM - 6:15 PM or 3:00 PM - 6:30 PM

PRIMARY PURPOSE SUMMARY:

Works directly with after school students on the EKHLA campus implementing academic, enrichment and recreational activities in accordance with curriculum plans EKHLA After School Care and in accordance with policies and procedures of EKHLA School District.

ESSENTIAL REQUIREMENTS AND RESPONSIBILITIES:

1. Assists in organization, setup and restoration of facilities in daily program area.
2. Assists in organizing and maintaining supplies and equipment for daily activities.
3. Assists in maintaining supervision of both large and small group activities.
4. Assists in implementation of daily enrichment plans.
5. Supervises group homework activities.
6. Assists in maintaining a clean and neat program area at all times.
7. Participates in all staff training and staff meetings.
8. Maintains confidentiality of information.
9. Reports to work every day.
10. Performs all other tasks and duties as assigned.

QUALIFICATION REQUIREMENTS:

- Effective oral and written communication skills with both adults and children
- Good organizational and problem solving skills
- Strong academic background in basic skills
- Ability to function as integral part of a team
- Ability to oversee outdoor recreational activities on a daily basis