



Job description

AFTER SCHOOL GROUP LEADER

DESCRIPTION: Based in the Oxford Circle neighborhood of Philadelphia, PA, the Oxford Circle Christian Community Development Association (OCCDA) is seeking a Group Leader. The mission of OCCDA is "to extend healing and hope in the Oxford Circle community, believing that God's purpose of reconciling all people to Jesus leads us to minister on spiritual, physical, social & economic levels." Our after school staff work directly with students in grades K -5 assisting with homework, teaching and mentoring during program hours, which are Monday-Friday from 3:00pm-6:00pm.

HOURS: 3:00pm-6:00pm, Monday-Fridays (on days school is open)

JOB TYPE: Part-time

SALARY: \$17.00 /hour

TIME COMMITMENT: Approximately 15 hours per week

WORK LOCATION: In person at Carnell Elementary or J.H. Moore Elementary School

JOB QUALIFICATIONS:

- Must be computer literate and able to help students log on when necessary
- An understanding of and a commitment to carry out the mission of Oxford Circle CCDA
- The ability to engage students in grades K-5 through creative academic activities and homework
- Bachelor degree in Education or related field or two (2) years' experience in a classroom. An equivalent combination of education and experience will be considered
- Satisfactory clearances and obtain a CPR and First Aid Certification within 3 months of employment
- Ability to work independently is a must, and ability to be punctual and communicative

JOB RESPONSIBILITIES

- Teach and organize lesson plans, materials and supplies provided by management to facilitate use by students.
- Responsible for cleanup of classrooms following projects.
- Clean lunchroom after snack.
- Assist students in improving academic skills and reaching performance goals in reading, spelling, math, occupational, and other subjects.
- Establish cooperative and effective working relationships with students.

- Assist and guide students with appropriate role modeling, emotional support, patience, and a friendly, engaging attitude.
- Supervise student behavior in the classroom, school grounds, gathering areas, field trips, and/or special events.
- Observe, monitor, and control the behavior of students by reactively using appropriate discipline in accordance with their grade level.
- Report student academic, behavior progress and performance to Program and Assistant Coordinator.
- Demonstrate reliability and punctuality by arriving on time.
- Communicate effectively in oral and written expression.
- Communicate effectively and in a professional manner with OST staff, students and/or parents when necessary.
- Ability to recognize potential issues, and problem solve as needed.
- Attend meetings, collaboration meetings, management feedback meetings, and other meetings and training as required.
- Confer as needed with Program and Assistant Coordinator concerning student needs.
- Document incident/ accident reports when needed.
- Other related duties as assigned by Program Manager, Supervisor and/or Administrator.

To apply for this position: Email your resume to: Ashley@occcda.org