



1081 Broadway, Buffalo, NY 14212 | 716-893-7222 | www.urbanctr.org

**Lt. Col. Matt Urban Human Services Center of WNY
Job Posting**

Job Title: After School Teacher

Department: Youth

Reports To: Site Coordinator

Prepared Date: 09/07/2017

Updated: 09/16/2020

Summary:

We are searching for a certified after-school teacher with experience to ensure quality academic and enrichment programming to school aged youth. This position is responsible for facilitating group activities, is concerned with the health and safety of the children, and performs educational and non-educational functions that contribute to the development of children. Directs all classroom activities, and develops and implements daily and overall instructional plans. Assists with classroom and other site coverage as needed.

Essential Duties and Responsibilities:

- Monitoring programming designed to increase state and local test scores in ELA and Math.
- Develop lesson plans for academic skill building.
- Providing age appropriate enrichment activities for children and youth.
- Maintaining a clean space suitable for after-school activities.
- Assisting in recording daily attendance.
- Attending training mandated by all funding sources.
- Responsible for chaperoning and/or transporting children and youth as necessary for field trips.
- Responsible for helping with daily building cleanup and lockup following the dismissal of youth.
- ***Provide classroom management and other duties assigned via a virtual platform.***

Qualifications:

- Two (2) years of direct experience working with children under the age of 13 years.
- Able to lead activities for elementary school age children including group work, values education, and age appropriate activities.
- Able to communicate effectively both orally and in writing with participants, parents, school administration, and staff.
- Must complete and submit documentation prior to employment to meet CACFP background and health requirements.

Education and/or Experience:

- NYS Teaching Certificate

The Matt Urban Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.



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Computer Skills:

- Microsoft Word, Outlook, Excel, PowerPoint

Physical Demands:

- Ability to lift at least 30 lbs. and stay on feet for at least 3 hours at a time.

Equipment Required:

- ***Computer, keyboard, monitor, laptop or tablet with camera and microphone capabilities. High-speed, reliable internet service.***
- ***A designated area free of disruptions and distractions during classroom hours.***

Please submit your cover letter and resume to Danyel Sease, Director of Community Services, at dsease@urbanctr.org. For more information about the Matt Urban Center visit www.urbanctr.org

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