



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

Job Title: After School Teacher

Department: Youth

FLSA Status: Non-Exempt | Part-time

Starting Rate: \$28 per hour

Reports To: Site Coordinator

Summary of Duties:

The position's primary purpose is ensure quality academic and enrichment programming to school aged youth. Responsible for facilitating group activities, supports with the health and safety of the children, performs educational and non-educational functions that contribute to the development of children. Directs all classroom activities, develop and implement daily and overall instructional plans. Assist with classroom and other site coverage as needed.

Essential Duties and Responsibilities:

- The After School Teacher is responsible for monitoring programming designed to increase both grades and state and local test scores in ELA, Math, & Science.
- The After School Teacher is responsible for developing lesson plans for academic skill building.
- The After School Teacher is responsible for providing age appropriate enrichment activities for children and youth.
- The After School Teacher is responsible for maintaining a clean space suitable for after-school activities.
- The After School Teacher is responsible for assisting in recording daily attendance.
- The After School Teacher is responsible for attending mandated training.
- The After School Teacher is responsible for maintaining classroom behaviors.
- The After School Teacher is responsible for chaperoning and/or transporting children and youth as necessary for field trips.
- The After School Teacher is responsible for helping with daily building cleanup and dismissal of youth.

Minimum 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 OCFS background and health requirements.

Education and/or Experience:

- NYS Teaching Certificate

Send Resumes to: alinneman@urbanctr.org | dsease@urbanctr.org | jlarke@urbanctr.org

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 of expression, sexual orientation, national origin, genetics, disability, age, or veteran status.