



Before / After Care Lead Teacher Job Description

Title: Assistance Teacher of Before or After Care Programming, Part-time

Reports To: Director and Assistant Director

Position Overview

The Assistant Before or After Care Teacher supports the Lead Teacher in providing a safe, nurturing, and developmentally appropriate environment for preschool – aged children during before and after school care hours. The before-care role helps children transition smoothly into their school day by offering structured yet gentle activities. The aftercare role helps create a warm, structured setting where young children can play, explore, and unwind at the end of the day.

Responsibilities:

- Supervise and ensure the safety and well- being of preschool children at all times
- Assist in planning and leading age-appropriate activities such as arts and crafts, sensory play, music, storytelling, and outdoor play
- Support children’s social-emotional development through positive guidance and redirection
- Help children with basic self-care needs (bathroom routines, handwashing, snack time assistance)
- Maintain consistent daily routines to provide structure and security
- Monitor behavior and model appropriate social skills
- Prepare and distribute snacks in accordance with health and safety guidelines
- Maintain cleanliness and organization of classroom play areas
- Communicate respectfully and effectively with parents during drop –off and pick – up times
- Follow all licensing regulations and center policies

Qualifications:

- Must be at least 16 years of age
- Knowledge of child development and developmentally appropriate practices
- Warm, patient, and nurturing demeanor
- Ability to work collaboratively with teaching staff
- Must pass background checks per state licensing regulations

Working Hours:

- Part-time position, weekday mornings and/or afternoons
- Before care hours 7:00am – 9:00am
- After care hours 3:00pm – 5:00pm

Physical Requirements:

- Ability to sit on the floor, kneel, bend, and lift up to 30 lbs
- Active participation in indoor and outdoor activities
- Ability to respond quickly in emergency situations