

POSITION DESCRIPTION NEOSA DIVISION



The Salvation Army Ashland OH Ray and Joan Kroc Corps Community Center

Employee Name

Job Title: Learning Zone Teacher

Exempt/Nonexempt: PT, non-exempt

Corps, Institution or Department: Program Department

Date:

Reports To: Education Director

GENERAL PURPOSE OF JOB.

Learning Zone teachers will supervise the children assigned to their care and be a positive role model, Christian witness, and always maintain a high degree of protective care for each child. Teachers will participate in all programmatic aspects associated with the After School and/or Summer Day Camp programs as assigned to them. Teachers will perform other duties as assigned. Teachers in this position must be responsive, enthusiastic, high-energy, detail-oriented, flexible, creative, and have the ability to see projects through to completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES.

1. Engage children and be intentional about creating healthy relationships within the Learning Zone.
2. Work with the Education Director, Learning Zone Coordinator and Lead Teachers to create a comfortable and safe learning environment.
3. Provide homework help and tutoring as needed.
4. Lead/oversee class activities within the program (snack, games, lessons, enrichment opportunities etc.)
5. Supervise children in the classrooms and all areas of the building and Kroc campus, as well as on any field trips.
6. Provide the children with positive reinforcement and role modeling.
7. Keep and maintain all public and restricted areas in a neat and clean fashion.
8. Assist the Education Director, Learning Zone Coordinator and Lead Teachers with assessments, evaluations, snack, and attendance records.
9. Generate legible and accurate accident, incident, and behavioral reports, as required.
10. Adhere to the Salvation Army's KeepSafe policy and procedures at all times. Ensuring child safety and immediately rectify and/or report any potentially unsafe conditions or problem areas to the Learning Zone Director.

11. Attend all scheduled staff meetings and required trainings.
12. Follow and ensure adherence to The Salvation Army Policies and Procedures.
13. Uphold all state licensing rules.
14. Represent The Salvation Army and its programs with a high degree of professionalism.
15. Perform other assignments/duties as deemed necessary for the proper operation of the Learning Zone by the Lead Teachers, Learning Zone Coordinator, and Education Director.
16. Be sensitive to the spiritual needs of people and, when necessary, offer to refer them to the Corps Officers and/or another spiritual leader at the Kroc Center.

SUPERVISORY RESPONSIBILITIES:

1. None

MINIMUM EDUCATION and/or EXPERIENCE.

Qualifications:

1. Must have an ongoing relationship with Jesus Christ and a desire to both share Him and serve Him.
2. Bachelors or associates in Early Childhood Education preferred or working towards credits in above degree. High School Diploma or GED Required.
3. Prior tutoring experience a plus.
4. Experience working with children in an Afterschool setting.
5. Can work as part of a team and relate well with people.
6. Able to lift and carry 40 lbs.
7. Meet all health and safety regulations as defined by the Health Department as well as The Salvation Army.
8. Have a philosophy of education and child development consistent with that of the RJKCCC and The Salvation Army.
9. Have the ability to work with students, parents, and staff in a capacity of leadership, counsel and education, including but not limited to:
 - Ability to relate joyfully and sensitively to children of all ages
 - Sensitivity to children's individual needs
 - Ability to use appropriate positive discipline consistently
 - Dependability
 - Ability to handle security and crisis situations, calmly
9. Must be at least 18 years old.

SPECIAL SKILLS, CERTIFICATES, LICENSES, REGISTRATIONS.

1. Obtain and maintain current CPR, First Aid and The Salvation Army KeepSAfe certificates.
2. Complete trainings on both communicable disease and Child abuse.

Salvation Army Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

The information in this job description indicates the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position. Acceptable job performance includes the completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of The Salvation Army.

The employee occupies a position of trust and is expected to maintain confidentiality and exhibit loyalty to The Salvation Army and the staff of The Salvation Army in all job related matters and activities.

I have read and understand the job description set forth above. I agree to carry out the responsibilities associated with the position. Furthermore, I have read and will work in accordance with the mission statement set forth above.

Employee Signature _____ **Date** _____

Supervisor _____ **Date** _____

Corps Officer _____ **Date** _____

Divisional Officer _____ **Date** _____