**Position Posting**

**Title: Co-Teacher**

 **Hours: Part-time**

**REPORTS TO:** **Program Director**

**Essential Qualities**

**Omega CDC requires the following qualities of each 21st Century staff:**

* Past experiences and actions reflect a commitment to the Omega CDC mission and core values.
* Demonstrates a sense of urgency and relentless pursuit of significant student achievement in a high need, urban environment.
* Reflective, self-aware and adaptable to others’ communication and work styles.
* Critical thinker and problem solver who takes initiative.
* Belief in the power of collaboration and strives to build a collaborative culture with Omega CDC community, staff, families, students, Dayton Public Schools employees, and other partners.

**Essential Functions**

**The Omega CDC Co-Teacher Staff members are responsible for the direct oversight and management of students attending the 21st Century programs located at the Fairview School site. The essential functions are:**

**PROGRAM IMPLEMENTATION**

* Provides engaging and fun learning activities for the students, including collaborating with other partners.
* Assists with homework completion.
* Engages students in hands on activities that promote learning consistent with developmental age.
* Oversees the daily distribution of meals/snacks to scholars.
* Assists students with both inside and outside recreation.
* Ensures activities reflect diversity of cultures, etc.
* Serves as a positive role model and supports positive student behavior.
* Ensures the safe arrival and departure of students from one program activity to another.
* Participates in evening family engagement activities.
* Maintains highest level of professional integrity with students, parents/family members and staff.
* Completes required documentation for program on time.
* Participates in required training, including curriculum and health/safety trainings.
* Participates in program evaluation and continuous quality improvement to enhance outcomes.
* Provides support to families as needed to promote communication and increase school and program attendance.
* Performs other duties as assigned.

**Qualifications**

• High School degree and considerable experience in working with children.

• College courses or Associates or Bachelor’s Degree preferred with courses in education, social work, counseling, etc.

 • Excellent communication skills working with students and parents as well as other staff and partners.

• Meets guidelines as described by Ohio Administrative Code for After School Staff— including completion of all training prior to starting to work with students.

The Scholars of H.O.P.E. After School Program at Fairview Elementary School is currently accepting applications for a Co- Teacher (Mondays-Fridays, 3:00-6:00 pm).

All interested candidates should send resume and cover letter to Shanice Rollins- srollins@omegacdc.org and Dormetria Thompson- dthompson@omegacdc.org.

\* Selected candidates are required to go through a criminal background check.