



Before Care Teacher

This is a weekly position, Mondays-Fridays from 6:45 am to 8:15 am, 1.5 hours daily for 7.5 hours per week. This position is paid hourly at \$15/hour (before taxes). All SCP teaching positions will require a clean background check and completed medical form.

The caregiver will care for and engage in activities with the students staying in Before Care. This person's responsibilities include the following.

- Arrive and be in the classroom no later than 6:45am.
- Greet the families and students at arrival.
- Record and report attendance in the preschool app or to appropriate lead staff. Notation of time of arrival and attendance is important for records.
- Engage with the students during Before Care play.
- Communicate with parents about any illnesses identified where the child needs to be removed from the classroom.
- Manage any incident reporting during Before Care time, collect reports and distribute to appropriate lead staff.
- Clean and reorder the room for the school day.

After Care Teacher

This is a weekly position, Mondays-Fridays from 2:45pm to 4:45 or 6:15pm, 2 hours. This position is paid hourly at \$15/hour (before taxes). All SCP teaching positions will require a clean background check and completed medical form.

The caregiver will care for and engage in activities with the students staying in After Care. This person's responsibilities include the following.

- Arrive and be in the building no later than 2:45pm.
- At 3:00pm, escort children to After Care. After Care is 3:00pm to 6:00pm.
 - Some staff will leave at 4:45pm, when the number of students tends to lessen. The remaining staff will care for the children until 6pm.
- Record and report attendance in the preschool app or to appropriate lead staff. Notation of time of attendance and dismissal is important for records.
- Engage with the students during After Care activities.
- Greet parents and walk the dismissed child to parent.
- Communicate with parents about any illnesses identified where the child needs to be removed from the classroom.
- Manage any incident reporting during After Care time, collect reports and distribute to appropriate lead staff.
- Clean and reorder the room for the following day.
- Conduct a visual inspection of all areas of the building and grounds immediately after closing the child care program for the day in order to ensure that no children have been unintentionally left in any part of the facilities and grounds.