

St. Paul's Kidz Korner is a before and after school care program located in Allison Park. We serve three local school districts and provide care, snacks/meals and transportation along with engaging activities and experiences for elementary aged children in the community. In addition to before and after school care we provide extended care on school district delays and early dismissals as well as in-service and weather closures. During the school year we also have a Kindergarten Enrichment program and during the summer we have a full day summer camp program. During this school year we will be providing full day care to students during their virtual learning days and are currently looking for assistants to supervise children while they work on their lessons.

As an assistant teacher you will work up to 30 hours per week in the classroom supervising school aged children. Position hours and therefore the hours during which staff would need to be available would be 9:00 to 3:00. As we also have a before and after school program that will be operating as well, there is potential to work during portions of those programs - altogether our facility hours are 6:30 AM to 5:30 PM with the before school program running from 6:30 to approximately 8:45 AM and the after school program running from approximately 3:00 to 5:30 PM. Please note that this is a temporary position. Our full day care program will operate until our districts return to full day in person classes, which will be evaluated by the districts on a quarterly basis. There is potential that it could last for the entire school year depending on COVID19.

We are currently looking for at least two assistants to work with children in grades 1 through 5 that are attending full day child care. This is an ideal job for local college students in the education or human services fields interested in gaining valuable classroom-setting experience with children!

Assistant Teachers will be assigned to a group of children and will be responsible for:

- Supervising and ensuring the safety of children at all times in various environments - classroom, gymnasium, cafeteria, outdoors, and playground.
- Ensuring that children are working on their virtual learning lessons and activities from their school, assisting when needed and providing support to the children while completing their lessons.
- Interacting with children and serving as a model of appropriate behavior and promote positive behaviors.
- Providing appropriate positive guidance and redirection to children
- Engaging with the children in games, activities, and play
- Complete 24 hours of new hire training, and acquire/maintain mandatory clearances & health assessments.
- Assist with other classroom tasks, such as: signing children in/out of the computer program, classroom cleaning and organization, gathering and preparing material, preparing and/or cleaning up light meals (breakfast and snack)
- Physical capability to: Frequently lift or move weight as in lifting, carrying, or holding children up to 60 lbs. Repetitively bend, stretch and stoop, work with children on the floor, work outdoors in a variety of weather, fully maintain sight and sound supervision of children, perform light cleaning duties for most of the day.

Applicants must be 18 years or older and must have a high school diploma.

Ideal candidates have:

- One to two years of documented previous experience in a child care, classroom, or education setting preferred
- Higher education degrees in child development, early childhood education, psychology, education, special education, or human services also preferred.
- Initiative and a strong work ethic
- Positive classroom management philosophy
- A love for working with kids!
- PA Child Abuse, PA Criminal History, National Sex Offender Registry Clearance, FBI Clearances, National Sex Offender Registry Clearance, and Current Health Assessment with TB test will need to be completed before hire if not already held (current within one year of hire).

Please include a resume and cover letter discussing any previous experience with children in education or child care settings. Candidates will need to be available to start no later than September 8, 2020, but could begin training earlier.

St. Paul's Kidz Korner is an Equal Opportunity Employer; as such, we provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or veteran status.

Job Type: Part-time

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Pay: \$10.50 per hour