

## **Yinghua Care Teacher**

**Position Objective:** Foster a safe and healthy social and educational environment that enriches the overall well-being of students

**Reports to:** Yinghua Care Coordinator

### **Essential Responsibilities:**

#### Health and Safety

- Supervises and supports attitudes and practices that create and sustain a safe, secure, healthy and enjoyable experience for all students.
- Promotes a culture of mutual respect between students, families and staff that models the mission and principles of the school.

#### Communication and Organization

- Promotes positive student behavior such as that expected throughout all of the school's programs. Staff should not discipline students, but rather report discipline concerns to the Yinghua Care Coordinator.
- Leads activities that are healthy, enjoyable and encourage positive self-esteem for all participants.
- Responsible for:
  - Sign-outs, including checking identification
  - Logging all food served
  - Ensuring the building is secured, lights turned off, doors and windows locked and shut rather than propped open
  - Making sure that rooms are clean and in the same order as when entered at the end of the session
  - Ensuring students are in the right place at the right time

### **Additional Responsibilities:**

Yinghua Care staff will provide a well-structured program, which incorporates homework time, a healthy snack and activities. Staff will ensure that the parent sign-out process is conducted daily. Staff will also provide first aid accordingly, maintain student discipline as agreed upon, and ensure all areas used for after school activities are clean and well-organized at the end of each day. Finally, staff will communicate promptly and regularly with the Coordinator as necessary regarding any student health and safety issues.

All requests for time off should be made in writing a minimum of two weeks in advance.

**How to apply:** Please email resume and cover letter to Deb Peterson at [deb.peterson@yinghuaacademy.org](mailto:deb.peterson@yinghuaacademy.org).

