



# Agape Community Center

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## *Position: PM Teacher - Extended Care*

### Position Summary:

- Organize, teach and lead various age groups in enrichment activities such as arts & crafts, music, cooking, P.E. and academic enrichments.
- Provide/create activities/curriculum to ensure that the enrichment taught corresponds with the overall program.

### Responsibilities:

- Teach curriculum approved by the school.
- Submit lesson plan weekly to program coordinator for review and suggestions.
- Keep the daily plan in easy access in the event that a substitute is needed.
- Supervise and plan assignments for volunteers assigned to the class.
- Be responsible for classroom management and student discipline in keeping with the school guidelines and policies.
- Supervise and monitor students at all times including recess, dismissal time, hallways, restrooms, outdoor activities, etc.
- Keep the classroom clean and tidy to provide a safe and positive learning environment. All classroom belongings must be stored away on Friday.
- Assist in returning all classrooms to the church set-up on Fridays.
- Report accidents and/or concerns to the program coordinator. Keep accidents in logbooks
- Be available and prepare students for Open House.
- Be available to talk to parents or guardians as needed.
- Attend weekly meetings as required.

**Please submit your resume to Helen Leong, Agape Community Center. Please call or email for questions regarding this position.**