



POLICE ATHLETIC LEAGUE OF BUFFALO, INC.

JOB DESCRIPTION

NYS Education Department Extended School Day (ESD) Afterschool Excellence Program
Location: Marva J. Daniel Futures Preparatory School #37

Position Title:	Certified Teacher
Status:	Part-Time (School Year & Summer Enrichment)
Reports To:	Buffalo PAL Director of Operations & Program Excellence & ESD Education Coordinator
Salary Range:	\$45.00 per hour
Performance Review:	Evaluated ongoing during school year

GENERAL SUMMARY

The New York State Certified Teacher is responsible for delivering high-quality, engaging instruction and academic enrichment for the NYSED Extended School Day (ESD) Afterschool Excellence Program at School #37, operated by the Police Athletic League (PAL) of Buffalo. Working under the supervision of the Site Coordinator and the ESD Education Coordinator, the Certified Teacher implements standard-aligned interventions designed to meet daytime school expectations and support academic remediation. Beyond academic instruction, the teacher serves as a mentor and leader, fostering a safe, positive, and structured environment conducive to the educational and social growth of all participants.

CORE RESPONSIBILITIES

Instructional Leadership & Alignment: Plan and deliver daily enrichment lessons in core subject areas (Math, ELA, Science, etc.) utilizing a specialized curriculum designed for direct alignment with day-school academic standards.

Supervision & Collaboration: Actively coordinate instructional practices under the direct supervision of the ESD Education Coordinator and provide necessary student feedback to promote learning mastery.

Student Engagement: Deploy diverse, interactive, and differentiated teaching methodologies to engage various learning styles and maintain peak participant attendance and engagement.

Classroom Management: Maintain a structured, respectful, safe, and positive learning space aligned with Buffalo PAL positive youth development standards.

Program Support: Actively collaborate during site-wide activities, homework help cycles, and other non-classroom programmatic support assigned by the leadership team.

Compliance: Maintain full conformity with Buffalo PAL guidelines, Buffalo Public Schools guidelines, and New York State Department of Health (DOH) school-age child care licensing protocols.

MANDATORY REQUIREMENTS & CLEARANCES

- Employment is strictly contingent upon successful completion of Buffalo PAL and NYS DOH standards:
- Certification: Must hold a current, valid New York State Teacher Certification.

- Training: Attendance and verification of 15 hours of mandatory staff orientation, safety protocols, and operational training guidelines.
- Background Screening: Full security clearance via comprehensive fingerprinting and state background check checks.
- Documentation: Complete submission of signed criminal conviction statements, arrest record disclosures, and a verified job application file.
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CONDUCT & CONTINUED EMPLOYMENT

- Buffalo PAL maintains an absolute zero-tolerance policy regarding child abuse, neglect, or maltreatment.
- Employees are strictly legally mandated to disclose any criminal accusation, citation, or conviction that occurs during their operational employment history.
- Continued team assignment remains contingent upon executive administrative review, performance metrics, and supervisory evaluations regarding code of conduct or legal allegations.

PAL LEGAL STATEMENT

The Police Athletic League of Buffalo, Inc. reserves the right to amend this job description based on organizational needs. Employment is at-will. We are an Equal Opportunity Employer (EEO) providing opportunities without regard to race, color, sex, age, religion, national origin, disability, or veteran status.

PHYSICAL REQUIREMENTS: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, stand, walk, use hands to manipulate, handle, or feel; reach with hands and arms; climb or balance. The employee must talk or hear. The employee will be required to lift and/or move up to 25 pounds. Specific vision abilities required by the job are close vision, distance vision, color vision, peripheral vision, depth vision, and the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to communicable diseases at times. Occasionally employees are exposed to inclement weather conditions. Our facilities have sections that are not air-conditioned, and, in the summer, employees may be required to work in these areas.

The Police Athletic League of Buffalo Inc. reserves the right to amend this job description based upon its needs and may require the employee to carry out functions beyond those mentioned above. Neither this job description nor any other communication changes the at-will nature of employment. The Police Athletic League of Buffalo Inc. is an Equal Employment Opportunity Employer providing equal employment opportunities without regard to race, color, sex, age, religion, or national origin. This policy also includes the handicapped and all disabled Vietnam-era veterans.

Employee Signature

Date