



Position: Certified Teacher-STAR Literacy Program

Title	Certified Teacher-STAR Literacy Program	Status	Part-Time
Performance Review	3 months, 6 months, then yearly	Classification	(\$35.00 per hour) 10-12 hours per week
Reports to	Program Director	Hours	Up to 12 hours per week

GENERAL SUMMARY: A Certified Teacher in the STAR (Share the Art of Reading Literacy Program) planning and delivering engaging, age-appropriate academic and recreational activities, providing homework assistance, maintaining a safe and organized learning environment, communicating with parents and staff, and supporting student socio-emotional growth. Key responsibilities include lesson planning, student supervision, behavior management, assessment, and fostering positive relationships with students and families. Requirements often include a relevant Bachelor's degree and a valid teaching license or certification, along with strong communication and organizational skills.

ESSENTIAL JOB FUNCTIONS:

Key Responsibilities

Curriculum & Activity Planning: Develop and implement lesson plans and activities that are educational, engaging, and support the students' academic and personal development.

Academic Support: Provide homework assistance, offer one-on-one and small-group instruction, and reinforce classroom learning using various teaching techniques.

Student Supervision & Safety: Maintain a safe and structured environment, supervise students at all times, enforce program rules and policies, and ensure a healthy classroom setting.

Communication: Communicate regularly with students, parents, guardians, and school staff regarding student progress, behavior, and program activities.

Classroom Management: Organize the classroom, manage student behavior, and create an inclusive, positive learning environment.

Student Assessment: Monitor and record student progress, conduct assessments to gauge learning, and use the data to inform instruction.

Collaboration: Work with other staff members, including other teachers, tutors, and mentors, to create a cohesive and effective program

SKILLS/KNOWLEDGE REQUIRED:

Education: A Bachelor's degree in education, child development, or a related field is required.

Certification/License: A valid teaching license or certification is required.

Experience: Previous experience in a teaching or after-school program setting is often preferred.

Soft Skills: Excellent communication, interpersonal, organizational, and problem-solving skills are essential.

Patience & Adaptability: The ability to work patiently with children of diverse backgrounds and skill levels, remain calm, and adapt to various situations is crucial.

Additional Duties

- Assisting with facility maintenance.
- Participating in program-related staff meetings and trainings.
- Assisting with fundraising and event planning.
- Performing other duties as assigned by program Director.

HOURS: Part-Time (Evenings)

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

Please forward Resume to policeathleticleague@city-buffalo.com