

2024-2025 After School Lead Teacher

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Company: ZEST Preparatory Academy

Location: Douglasville, Georgia

Category: other-general

ZEST Preparatory Academy Charter School

After School Lead

ABOUT US

ZEST Preparatory Academy Charter School is a K-5 charter school in Douglasville, GA (Metro Atlanta area).

At ZEST Prep, we strive to be the employer of choice for exceptional talent and a diverse team of teachers, leaders, and support staff. Our mission is to provide an academically rigorous, supportive, and joyful learning environment that develops the leader inside every student for lifelong educational achievement and community service. We've created an

approach where every role, both instructional and non-instructional, empowers students with the necessary skills to take advantage of opportunities that foster academic, cultural, and personal growth. At ZEST Prep, you'll work in a collaborative, safe, and joyful learning environment that focuses on doing what's best for kids.

JOB TITLE: After School Lead

REPORTS TO: School Leader

ROLE TYPE: Part-time 19hrs a week

COMPENSATION: \$25-\$30 per hour

DATE AVAILABLE: August 2024-May 2025; Mon-Fri 2:30-6:30pm based upon the ZEST Preparatory Academy school calendar

POSITION SUMMARY

ZEST Prep is seeking a school After School Lead to join its ASP support team. In this role,

The Afterschool Lead will play a critical role in the delivery of a high quality ASP program, by working closely with community-based organizations, parents, school staff, and other stakeholders to create an infrastructure that will sustain an integrated system of services, partnerships, and programs that meet the specific needs of the school.

As an integral part of this strategy, the Afterschool Lead will be the daily point of contact for ASP, ensuring smooth ASP running daily. The ASP Lead will be involved in overall leadership, working closely with teachers, administrators, other school staff, and ASP providers.

This position is a safety-sensitive position.

JOB EXPECTATIONS The below statements are intended to describe the general nature and scope of work being performed in this position. This partially lists all responsibilities, duties, and/or skills required. Other duties may be assigned.

Acts as the primary point of contact for afterschool programming at the site.

Encourages close partnerships between school-based teachers and the ASP to increase alignment of learning opportunities provided through afterschool.

Collects students ASP attendance on a daily basis and provides documentation to the school

staff

Manages student transitions during ASP.

Maintains daily communication with parents at the site.

May be responsible for administering snacks (may require taking Servsafe Food handler training).

Enforces the pick-up policy and remains at site until all students are picked up.

Notifies the school leaders and appropriate authorities if all students are not picked up by 6:30pm.

Establishes and maintains regular meetings with the schools ELT team, other local staff, and participates in any training deemed necessary.

Maintains regular meetings with any established ASP community partners to address issues and challenges, build team mentality, and provide peer to peer learning.

Ensures that adequate individual space and utilization of shared space are allotted to all ASP programs in the building.

Supports ASP evaluation plan and program monitoring activities.

Completes reports and responds to internal/external project-related inquiries as required.

Additional Requirements

Previous exposure to or experience in the education sector.

A growth mindset, a positive can-do attitude

Strong organizational, monitoring, and interpersonal skills with proven trouble-shooting, coordination, and multi-tasking capabilities.

Highest level of trust and discretion.

Familiarity with Microsoft Office, G Suite, Infinite Campus & Brightwheel software

Passionately committed to K-12 education.

Ability to form relationships across the organization.

Knowledge of office management systems and procedures.

Excellent written and verbal communication skills.

Strong organizational and planning skills.

School based experience is highly preferred.

QUALIFICATIONS AND EXPERIENCE

High School Diploma or General Education

3 years of experience with K-4th grade students

School based experience (Required)

Bi-lingual (Highly preferred)

Requires but is not limited to standing, sitting, repetitious hand and body movements, bending, squatting, and reaching. Position may require the movement of shipments up to 30 pounds.

COMMITMENT TO DIVERSITY

Applicants will be required to complete a background check.

Notice of Non-Discrimination: In accordance with state and federal laws, ZEST Preparatory Academy does not discriminate based on actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity, or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, or place of residence.

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