



After School Program Teacher

Mission Statement:

The After School Program (ASP) is a new ministry of Knox Presbyterian Church. Our mission is to support families and help children flourish by providing well-rounded care during the afterschool hours. We will provide a safe and welcoming space with enriching activities, led by trustworthy adults invested in building a positive community. Our program serves children aged 5 years through 5th grade and operates Monday-Friday from 2:30 pm - 5:30 pm on days that school is in session.

Position Summary:

The ASP Teacher will work closely with the ASP Director to provide care for students enrolled in the program, ensuring their safety, and shaping a positive, faith-based environment. Teachers will guide students through daily and weekly routines, including supervised free play and structured enrichment opportunities, following the curriculum set by the Director. The ideal candidate will have a passion for working with elementary kids that is fueled by the love of God.

Reports to:

Director of After School Care Program

Hours & Employment Timeline:

- This is a temporary part-time position which runs through the school year on days District 203 is in session, mid-August through the end of May.
- Regular working hours are Monday - Friday 2:00 pm - 6:00 pm.
- In addition, we will have 3 E-learning days (8:00 am - 6:00 pm) and one half day.

Key Responsibilities

Build positive relationships with students and their families while administering the program

- Take attendance upon students' arrival and release students to approved caregivers at the end of day
- Actively engage with students, listening with respect and treating all students with equity
- Connect with parents/caregivers as is possible

Model behavior, values, and routines

- Assure the safety of all students at all times
- Regularly articulate and embody the values of our program
- Enforce and communicate the rhythms and routines to help students thrive

Collaborate to lead enrichment activities

- Work with the Director to establish a schedule of enrichment activities (Bible stories, inspirational stories, nature exploration, prayer practices, and service projects)
- Regularly plan, lead, co-lead and/or support enrichment activities as scheduled
- Work alongside volunteers who may be aiding with supervision or activities
- Meet regularly with Director

Steward the spaces & materials our program will use

- Daily set-up, clean up and reset of all spaces used
- In cooperation with the Director, manage inventory of supplies, toys, books, etc.

Qualifications:

- Strong commitment to Christian discipleship and a heart for ministry
- Demonstrated ability to lead and adapt to the changing needs of children in a classroom setting
- Ability to collaborate through face-to-face interactions as well as on digital platforms like Google Workspace and Canva
- Strong organizational skills - with calendars, physical materials, and digital platforms
- Ability to communicate well and in a timely manner with children and adults from a variety of backgrounds and ages

Experience & Education:

- Minimum one year experience working with children (e.g., classroom teaching, Christian Education, childcare, or similar)
- Bachelor's degree in Education, Christian Education, or a current student working toward a degree in Education or a related field is preferred

Benefits

- Paid Time Off: following the IL Paid Leave for All Workers Act after the 90-day introductory period
- Eligible to participate in our 403(b) retirement savings plan (contributed solely by employee)
- Employment is contingent on completion and successfully passing a background screening process

