

HCSC

HARVARD COMMUNITY SERVICES CENTER

Job Opening

Harvard Community Services Center, Before & After School Program

Position: After-school Teacher – Part time position

Salary: Commensurate with experience

The mission of the **Harvard Community Services Center** is to improve the quality of life and social functioning of residents in the Lee-Harvard, Miles, and Seville areas. We endeavor to provide a place where the community can engage in positive leisure, cultural and educational experiences that continue to uplift our community and our neighbors.

Website: <https://www.harvardcommunitycenter.org/>

Location: 18240 Harvard Avenue, Cleveland, OH 44128

Description: Harvard Community Services Center (HCSC) is passionate about providing a wide range of affordable enrichment and child-care programs before, during and after school to as many students, parents and schools as possible. Our Teachers bring warmth, patience, and understanding to the classroom every day, encouraging children to learn and grow. Our Teachers are committed to making their center successful and know that creating meaningful relationships with children, families, and their team play a crucial role in that success.

Job Duties & Responsibilities:

Teacher's responsibilities may include, but are not limited to, the following:

- Establish and maintain a safe, healthy and nurturing learning environment
- Partner with parents with a shared desire to provide the best care and education for their children, and adapt program to meet the individual needs of each child
- Provide a reasonable balance between teacher-directed and child-directed activities
- Encourage families to become an integral part of their children's learning experiences
- Communicate, in a professional manner, with families and faculty
- Post a classroom schedule that meets the needs of the children and includes a routine and learning opportunities
- Assess supplies and materials needed to implement activities
- Understand and implement the Harvard Community Services Center's emergency procedure(s), Health and Safety policies and procedures, and Behavior Policy
- Support your center's success by partnering with center staff and leadership to achieve goals around enrollment, accreditation, and engagement

You'll drive the mission by

- Model positive guidance and effective classroom management to maintain the safety, well-being and attention of all children while supporting homework completion, leading fun fitness activities, and guiding children at play
- Organize program materials for lessons and activities, as well as document attendance, incidents and other observation

- Deliver dynamic curriculum to engage children in academic and social character building that expands school day learning in a meaningful way
- Excellent communication skills with varied audience including children, parents, staff and school personnel
- Meets regularly with the Program Manager regarding professional progress and team accountability

Requirements Ideal Candidates will have the following:

- Outstanding customer service and relationship building skills
- Works well in a team environment
- Drive to inspire a love for learning and commitment to healthy living
- Ability to meet state-specific requirements; CPR/FA, Medical Statement, Criminal Record Check, etc.
- College degree in early childhood education, child development, elementary education or a related field preferred

Otherwise:

- An Associate's degree or higher in Early Childhood Education, Elementary Education, Child Development or a related field.
- A current CDA or Early Childhood Teaching Credential.
- Proof of current and active enrollment in a CDA Credentialing Program.
- Proof of current and active enrollment in an accredited Associate's or Bachelor's degree program in Childhood Education or a related field.

Availability:

- Monday through Friday, 2:00-6:00 PM

Experience:

- Proven ability to build relationships with families, clients (i.e. school staff), and supervisors
- Committed to outstanding customer service skills, strong organizational skills, the ability to multi-task, and manage multiple situations effectively
- Must have strong leadership and conflict resolution abilities
- Must be physically able to lift a minimum of 30 pounds, work indoors or outdoors, assume postures in low levels to allow physical and visual contact with children, as well as see and hear well enough to keep children safe
- Computer literacy and well-developed technology skills
- Superior interpersonal, verbal, and written communication skills

Immediate Supervisor: Childcare Administrator

Please email resume and cover letter to: info.harvardcsc@gmail.com. No phone calls please.

Open Until Position Filled.

Harvard Community Services Center is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex,

religion, disability, sexual orientation, marital status, military or veteran status, gender identity or expression, or any other basis protected by local, state, or federal law