

Cannon Beach Conference Center

Job Description



Job Title: After School Program Head Teacher

Department: Program Pay range: _____

Reports to: Children's Program Supervisor Category: Conference Assistant

Date approved: January 2011

General Position Summary

Act as head teacher for the Kids' Klub after school program for preschool and school age children.

Essential Functions/Major Responsibilities:

- Teach and supervise Kids Klub five days a week.
- Oversee assistant teachers and volunteers.
- Prepare curriculum, lessons and activities for Kids Klub.
- Maintain the classrooms, meeting all safety and health codes.
- Assist in ensuring that the after school program meets Oregon state CCD certifications and CBCC Kids Klub policies.
- Be available to do whatever is necessary to meet the needs of the children and provide a quality program.
- Maintain healthy rapport and develop relationships with parents of participants.

Secondary Responsibilities:

- Adhere to all applicable CBCC safety programs, including the handling of blood-borne pathogens and hazardous (cleaning) materials.
- Maintain a good working relationship with local schools.
- Assist in other children's programs when able.
- Complete assigned paperwork.
- All other duties as assigned.

Qualifications/Skills Required:

- A Christian in agreement with CBCC's statement of faith, and with a consistent Christian testimony and growing personal relationship with Jesus Christ.
- Bachelor's Degree in Elementary Education or being able to meet the qualifications of a head teacher according to the requirements of Oregon state certified child care centers.
- Experience in children's ministry desired.
- At least 21 years of age, with the ability to be on our approved driver's list

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties as needed to meet the ongoing needs of the organization.
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Physical Demands:

Sit	<u>1</u> Consecutive hours	<u>1-2</u> Total hours per day		
Stand/Walk	<u>1</u> Consecutive hours	<u>4-5</u> Total hours per day		
Employee may alternate between sit/stand as needed				
<input type="checkbox"/> Only uses left hand/arm	<input type="checkbox"/> Only uses right hand/arm	<input checked="" type="checkbox"/> Uses both hands/arms		
	None or N/A*	Occasionally*	Frequently*	Continuously*
Hand/Wrist Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 1-10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 11-20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 21-50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying over 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distance objects are carried:	100 yards, classroom to classroom, up and down stairs			
*Key				
Occasionally	Frequently		Continuously	
3 hours or less 1-33% of day 20 x per hour or less 60 x per day or less	3-6 hours 34-66% of day 20-120 x per hour 60-720 x per day		6-8 hours 67-100% of day More than 120 x per hour More than 720 x per day	

Employee signature _____ Date _____

Supervisor or HR signature _____ Date _____