

OPERATION Breakthrough

3039 Troost • Kansas City, MO 64109 • operationbreakthrough.org

Why Work at Operation Breakthrough?

Operation Breakthrough is a home away from home for 400 of Kansas City's most vulnerable - and most deserving - children. You will never wonder whether your time on the job matters. You'll see your efforts making a daily difference in the lives of children in need and parents who are trying hard to make a good life for them. You'll belong to a team of passionate professionals who are dedicated to our mission of helping urban Kansas City children reach their great potential.

And every day you'll know that you are part of something bigger than yourself, that you're building hope and success for children and families who appreciate your support. Please come join us!

MakerCity Teacher - Part Time

Job Summary:

The MakerCity Teacher for the School Age Department at Operation Breakthrough will instruct and supervise children and participate in school related activities.

Qualifications:

- Minimum of a High School Diploma or equivalent and 2 years experience within a childcare/ school-age educational setting.
- Passion for/experience with arts (culinary, studio, textiles), STEAM and "Maker" concept

Learning Environment and Curriculum

- Implements integrated arts and STEM curriculum
- Develops lesson plans which incorporates integrated arts and STEM curriculum
- Supports STEAM lead
- Maintain an accurate classroom inventory
- Organizes classroom to ensure all materials are clean, labeled and easily accessible to students so that they can become self-directed learners.
- Maintains a safe and healthy environment following licensing and Performance Standards requirements
- Provides and ensures a welcoming environment for any guest speakers and/or volunteer.
- Other duties as assigned.

Classroom Management and Adult/Child Interactions

- Models and promotes positive dispositions (enthusiasm, friendliness, cooperation, affection, energetic).
- Minimizes teacher-directed learning by involving children in problem solving and conflict resolution techniques.
- Maintains a classroom atmosphere that creates a feeling of community.
- Actively participates in serving children during mealtimes (i.e. breakfast, lunch, and snack).
- Promotes children's participation in serving food, cleaning tables, and meal clean up time.
- Other duties as assigned.

Staff Related Activities and Professional Responsibilities

- Promotes agency mission, program mission and educational objectives.
- Adheres to policies and procedures including maintaining confidentiality and supporting center's code of ethical conduct.
- Assumes and completes all duties and responsibilities in a timely, willing and appropriate manner.
- Follows proper procedures as outlined in the staff handbook for resolving issues and problems.

Implements goals and procedures for corrective action once addressed.

Continued on next page

Staff Related Activities and Professional Responsibilities (continued)

- Takes initiative in assuring requirements for continuing education are met towards YDC credentials, degrees, and/or required training hours (18+) including First Aid / CPR. Ex. Follows through on scholarship opportunity, attends all mandatory as well as some other offered training, enrolls in classes and completes them in a timely fashion, etc.
- Attends all agency assigned meetings, gathering information and *implementing* techniques upon return to classroom.
- All reports and required paperwork reflect timeliness, accuracy and neatness.
- Daily attendance
- Lesson planning
- Other duties as assigned.

Family and Community Related Activities

- Communicates with parents and encourages their active participation in the learning process.
- Follow center policy and procedure when addressing sensitive issues or concerns parents may share.
- Direct families to appropriate staff for consultation if necessary to determine support. (i.e. referrals, etc.)
- Other duties as assigned.

COMPETENCIES

- Represent Operation Breakthrough in the community as well as in the building.
- Recognize parent and community volunteers as valuable resources.
- Use more than one mode of communication with parents (monthly calendar, weekly report, posted flyer, letter, conference, etc.).
- Establish a positive and friendly working relationship with parents and community.
- Use good judgment when making decision including making sure they are based on sound reasoning and weighing of possibly outcomes.
- Initiative – employee is a “self-starter” in attaining job objectives.
- Adaptability – employee adapts to changes in work situation.
- Dependability
 - Arrives at work on time
 - Available in their classroom at appropriate time
 - Leaves work on time
 - Uses approved lunch/break times appropriately
 - Follows procedures in requesting and reporting leave time
 - Uses the time clock correctly
- Leadership – ability to take charge, to direct and coordinate activities of others, to assume leadership responsibility when appropriate, to gain respect and confidence of others.
- Demonstrates good role modeling
 - Good hygiene and personal appearance
 - Appropriate language, behavior and communication skills
 - Good/appropriate use of plan time
 - Support the growth and development of colleagues by sharing materials/ information and by providing feedback and encouragement
 - Has the ability to manage personal life separate from professional commitments
 - Demonstrate ability to be sensitive to the needs and feelings of others, to develop and maintain working relationships with others, to accept interpersonal differences, and to deal effectively with others regardless of level or status.
 - Accepts advice and feedback well to improve performance.

Continued to next page

Essential Functions:

- Requires ability to read, write and complete necessary paperwork according to procedures.
- Requires ability to prevent or rescue children from potentially dangerous situation in a short amount of time.
- Requires ability to bend, kneel and squat many times each day.
- Requires visual and auditory ability to observe children.
- Requires ability to lift and carry up to 45 pounds several times a day.
- Requires maintaining CPR and First Aid certification.
- Requires updating TB test and Physical exam annually.

Working Conditions

Indoor and outdoor classroom and outdoor recess (weather permitting).

Reports to: Assistant Director of Licensing and School-Age Programs

Deadline: Until filled.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of an employee. Operation Breakthrough is an Equal Opportunity Employer. Employment with Operation Breakthrough is "At Will".