

# OPERATION Breakthrough

3039 Troost • Kansas City, MO 64109 • [operationbreakthrough.org](http://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!

### School-Age Teacher-Part Time

#### **Job Summary:**

The School-Age Teacher at Operation Breakthrough will instruct and supervise children in a part day, after school program and participate in school related activities. The School-Age Teacher will also be available for holiday care and emergency full day care.

#### **Qualifications:**

- Minimum of a High School Diploma or equivalent and 2 years experience within a childcare/school-aged program.
- Completion of continuing education programs and professional development as required.

#### **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.

#### **Learning Environment and Curriculum**

- Selects developmentally appropriate instructional activities.
- Follows a daily routine that includes a balance between active and quiet, child-directed and teacher-directed, individual and group, indoor and outdoor activities.
- Provides and rotates developmentally appropriate materials and equipment, reporting needs and repairs on a regular basis.
- Maintain an accurate classroom inventory.
- Organizes classroom to include appropriate space for learning areas and ensures all materials are labeled and easily accessible to children so children can become self-sufficient.
- Creates classroom displays that are mostly child-created, current, and include child projects. (i.e. art, school work, writing)
- Selects and introduces curriculum content which is relevant and meaningful to children
- Provides information, resources and field trip opportunities related to children's interests and needs.
- Provides children access to culturally rich, non-biased materials to aid in learning.
- Plans and implements experiences that promote language and literacy development.
- Plans and implements activities that promote the acquisition of mathematical concepts.
- Plans and implements activities that promote science.
- Plans and implements activities that promote community service/service learning.
- Plans and implements activities that promote social skills and social development.

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## **Learning Environment and Curriculum**

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- Provides a wide variety of creative / expressive activities.
- Provides opportunities and experiences related to children's fine and gross motor development.
- Provides activities or opportunities for exploration of various service areas/professions. (I.e. safety – bus, fire, tornado, pedestrian, nutrition, health, dental, etc.)
- Maintains a safe and healthy environment following licensing and Performance Standards requirements, i.e. following sanitizing procedures, posts necessary health and safety information, practicing safety drills, hand washing, using gloves, identifying and documenting suspected child abuse, etc.
- Provides and ensures a welcoming environment for any guest speakers and/or volunteer.
- Completes detailed weekly lesson plans ensuring that all staff are aware of objectives.
- Other duties as assigned.

## **Classroom Management and Adult/Child Interactions**

- Models and promotes positive dispositions (enthusiasm, friendliness, cooperation, affection, energetic).
- Refrains from verbally comparing, criticizing, threatening and physically or emotionally overwhelming children.
- Acknowledges children for being successful, helpful or thoughtful.
- Encourages children to engage in conversations and events that are meaningful, talk things over, and exchange ideas and opinions.
- Minimizes teacher-directed learning by involving children in problem solving and conflict resolution techniques.
- Maintains a classroom atmosphere that creates a feeling of community.
- Plans and implements hands-on activities that develop social skills and self-esteem.
- Alert children to any changes in activities or routines as much as possible.
- Facilitates transitions effectively throughout the day to prevent waiting time.
- Follows the daily routine so children become aware of the sequence of activities and routines.
- Moves around the classroom and outdoors to facilitate children's involvement with materials and positions self so all children can be safely supervised.
- Verbally interacts with children, kneels, bends or sits to establish better eye contact.
- Involves children in establishing classroom rules and limits that are consistent, reasonable, and clear and have a logical consequence.
- Helps children learn empathy and respect for the rights and possessions of others.
- Provides adequate time for children to respond and to complete activities.
- Ensures that children participate in special, support activities (i.e. Betsy's Kids programming, Tutoring, and special groups). In addition, certain active staff participation may be requested in special group settings.
- 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.
- Facilitates appropriate social conversations during meal time to ensure positive mealtime experience.
- 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.
- 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, daily meal counts and lesson planning

### **Family and Community Related Activities**

- Communicates with parents and encourages their active participation in the learning process (i.e. performs two parent/teacher conferences per year, attend parent events, field trips or other activities).
- 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.
- Uses more than one mode of communication with parents (monthly calendar, weekly report, posted flyer, letter, conference, etc.)
- Establishes a positive and friendly working relationship with parents and community.
- Uses 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
- Uses approved lunch/break times appropriately
- Uses approved leave time wisely
- 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
- Support the growth and development of colleagues by sharing materials/ information and by providing feedback and encouragement
- 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.
- Other duties as assigned.

### **Working Conditions**

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

**Reports to:** School-Age Coordinator

**Deadline:** Until filled.

*Operation Breakthrough, Inc. is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals. If you are interested in a career with Operation Breakthrough, Inc., please review our current job opening below.*