



Co-Teacher Job Description

REPORTS TO: Site Coordinator

ESSENTIAL QUALITIES

Omega CDC requires the following qualities of each Scholars of H.O.P.E. staff:

- Past experiences and actions reflect a commitment to the Omega CDC mission and core values.
- Demonstrates a sense of urgency and relentless pursuit of significant student achievement in a high need, urban environment.
- Reflective, self-aware and adaptable to others' communication and work styles.
- Critical thinker and problem solver who takes initiative.
- Belief in the power of collaboration and strives to build a collaborative culture with Omega CDC community, staff, families, students, Dayton Public Schools employees, and other partners.

ESSENTIAL FUNCTIONS

The Omega CDC Youth Development Staff members are responsible for the direct oversight and management of students attending the 21st Century programs. The essential functions are:

I. PROGRAM IMPLEMENTATION

- Develops activities and/or assists with lesson plan for implementation of enrichment activities
- Examines how recreation, arts, youth development, service-learning, etc. can build assets, fitness and health as well as further learning.
- Provides engaging and fun learning activities for the students, including collaborating with other partners.
- Assists with homework completion.
- Engages students in hands on activities that promote learning consistent with developmental age.
- Oversees the daily distribution of snacks/meals to students.
- Assists students with both inside and outside recreation.
- Ensures activities reflect diversity of cultures, etc.
- Serves as a positive role model and supports positive student behavior.
- Ensures the safe arrival and departure of students from one program activity to another.
- Participates in evening family engagement activities.
- Maintains highest level of professional integrity with students, parents/family members and staff.
- Completes required documentation for program.

- Participates in required training, including curriculum, and health/safety training.
- Participates in program evaluation and continuous quality improvement to enhance outcomes.
- Provides support to families as needed to promote communication and increase school and program attendance.
- Performs other duties as assigned.

Qualifications:

- High School degree and considerable experience in working with children.
- College courses or Associates or Bachelor Degree preferred with courses in education, social work, counseling, etc. Pre-service teachers are strongly preferred.
- Excellent communication skills working with students and parents as well as other staff and partners.
- Meets guidelines as described by Ohio Administrative Code for After School Staff—including completion of all training prior to starting to work with students.

All interested candidates should send resumes and cover letter to Dormetria Thompson at dthompson@omegacdc.org.

Selected candidates are required to pass a FBI/BCI background check.

