



TREETOP ACADEMICS

After-School Enrichment Programs

Job Description: K-5th After-School Instructor 2023/24

Treetop Academics offers after-school enrichment classes to Elementary K-5th grade students in the Eugene-Springfield area. Treetop Academics provides meaningful, hands on, project-based, and student-centered educational opportunities through best teaching practices and age-appropriate curriculum. Additional information about our organization and about programs, classes, and locations can be found on our website: www.Treetopacademics.com.

Prior to employment with Treetop Academics, all instructors must complete an employment application and submit a resume and cover letter via email to Executive Director Jason Aulicino at Jason@TreetopAcademics.com to be considered for a position. If you believe you can make a positive contribution to children through our organization, we encourage you to apply.

Position: After-School Instructor Edison Elementary

Treetop Academics is the on-site after school certified childcare for Edison Elementary. Our childcare serves Edison K-5th grade students. Treetop's S.T.E.A.M.+ thematic classes are part of our everyday childcare. Program Leaders and Asst. Program Leaders are expected to fully participate and interact with students during these classes as part of the job description. Please view our class offerings on our website to better understand the thematic content and schedule. After daily thematic classes end, students transition (in the same location) to our Certified Childcare Center. Treetop's certified childcare is regulated by the Oregon's Child Care Licensing Division (CCLD) under the Department of Early Learning and Care (DELIC). Therefore, proper certification is required for those who work in our childcare center.

Employees of Treetop Academics will be working with/and alongside school principals, administrators, certified teachers, and staff. At all times teachers must display the utmost professionalism in everything we do. We are guests of the school, and it is our responsibility to work professionally with others, which absolutely includes parents, as well as all students.

Compensation will depend on experience and qualifications. Program Leaders and Assist. Program Leaders have a minimum requirement as dictated by the CCLD. See below for further explanation.

Required Qualifications:

414-310-0300 Program Leaders

- (1) A school-age center’s Program Leader is responsible for:
 - (a) The supervision of their assigned group of children at all times;
 - (b) The supervision of any assistant program leaders or volunteers assigned to their group; and
 - (c) Maintaining compliance with all school-age center rules and all conditions placed on the license when the Program Coordinator is not present.
- (2) A Program Leader must:
 - (a) Be at least 18 years of age;
 - (b) Meet the initial and annual training requirements (also see 414-310-0340, Annual Training and 414-310-0330, Orientation and Initial Training); and
 - (c) Meet the experience and training qualification requirements for the assigned age group for the group of children in the Program Leader’s care in one of the options listed in Table 2 of this section.

1. **Table 2**

<p>Qualifications for Program Leaders</p> <p>Option #1: 60 hours of experience working in the program AND Completion of 20 clock hours of training, completed within the last five years, focused on school-age child care that meets the following core knowledge criteria:</p> <ul style="list-style-type: none">● Five clock hours in understanding and guiding behavior (UGB).● Five clock hours in learning environments and curriculum (LEC).● Five clock hours in human growth and development (HGD)● Five clock hours in program management (PM). <p>Option #2: At least 240 hours of qualifying experience working with school-age children in the last five years in a Certified Child Care Center or comparable group care program</p>
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<p>Option #3: At least an AA Degree in:</p>
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| <ul style="list-style-type: none">● Early childhood education● Child development● Elementary education● Special education● Physical education● Recreation● Human development● Child and family studies● Home economics |
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<p>Option #4: At least a Step 8 in the Oregon Registry</p>

414-310-0310 Assistant Program Leaders

- (1) A school-age center's Assistant Program Leaders support Program Leaders in caring for a group of children under the direct supervision of the Program Leader.
- (2) An Assistant Program Leader must:
 - (a) Be at least 15 year old;
 - (b) Be within sight AND sound of a staff person who meets the qualifications of a Program Leader if under the age of 18 years;
 - (c) Be within sight OR sound of a staff member who meets the qualifications of a Program Leader if 18 years of age or older; and
 - (d) Meet the initial training requirements (also see 414-310 0330, Orientation and Initial Training).

Additional Requirements/Qualifications:

1. Enroll in the Child Care Division Central Background Registry
2. Have or can obtain a food handler's card within 30 days of employment
3. Have or obtain Certified pediatric 1st aid/CPR within 90 days of employment
4. Obtain Complete the online training for RRCAN, ICCHS, and Foundations for Learning located here: <https://occd.educadium.com/course/index.php?categoryid=1>
5. Complete the required paperwork necessary for employment with Treetop Academics

We are looking for instructors who (can):

- Help Treetop provide a supporting learning environment for all students and learners with a whole-person focus
- Understand behavior management, the types of protocols appropriate in an elementary school setting, and a willingness to modify or learn new behavior management skills to accommodate and enhance their experience
- Lead and/or assist in daily academic lessons for students in a multi-grade setting, including learning new skills to further the mission of providing academic supports and opportunities
- Can multi-task and have a good sense of organizing supplies, students, and duties
- Work exceptionally well with a team of other educators to further our mission
- Must be able to follow instruction, direction, and protocols in accordance with state law and Treetop Academics guidelines

- Applicants will need to understand developmentally appropriate activities for elementary students and a shown ability to implement activities with the given diverse population of our programs.
- Have strong problem-solving skills
- Have significant experience working directly with children, preferably in an academic setting.

Before applying, please take into consideration the necessary skills, etc. when working with children. At minimum, all staff must always be on time, able to multitask, and put students at the forefront of everything they do in the classroom and in preparation.

If you believe you are 100% reliable, can positively contribute to the mission of Treetop Academics in a manner that is both best for kids, and supportive to the academic goals of our schools, then we encourage you to apply!

Compensation Starting Wage:

**Program Leader \$16.50/hr *Asst. Program Leader \$15/hr*

Hours: Up to 19 hrs/wk with a possibility of flexible combination of days
M/t/Th/F 2:30pm-6:00pm and Wednesdays 1:15pm-6:00pm

Location: Edison Elementary 1328 E 22nd Eugene, Or