

County Commissioners:  
Todd McNeill, Chair  
William Sands, Vice Chair  
Larry Dix  
Paula Perry  
Larry Rhodes

County of Ashe  
150 Government Circle, Suite 2500  
Jefferson, North Carolina 28640

Acting County Manager:  
Adam Stumb  
  
Clerk to the Board:  
Ann J. Clark, MMC, NCCCC

## 2019-2020 4-H Afterschool Teacher *Qualifications and Job Description*

### Supervision:

The direct supervisor is the 4-H Afterschool Site Coordinator. The program is supervised by the 4-H Afterschool Coordinator.

### Qualifications:

- 18 years of age or older
- High school diploma
- Higher education in the area related to child/youth development or other school age programming preferred but not required
- Experience working with school age youth preferred
- Be able to work with diverse clientele
- Must have the ability to communicate effectively in both written and verbal form
- Have or be willing to obtain First Aid, CPR and Basic School Age Care Certification (BSAC) within first six weeks of employment
- Possess an appropriate Operator's License issued by the State Department of Motor Vehicles
- Must have 16 hours of orientation within the first 30 days
- Must complete Health and Safety training requirements within first six months
- Must keep an up-to-date personnel file to include:
  - *Application for employment*
  - *I-9*
  - *Tax forms*
  - *Official transcripts*
  - *Physician's statement the first year and health documentation annually thereafter – to include the results of a TB test, to be signed by appropriate medical personnel*
  - *Emergency information on staff*
  - *Documentation of orientation*
  - *Documentation of CPR and First Aid*
  - *Training calendar/training slips*
  - *Successful completion of Criminal Background Check (Local and National)*
  - *Successful completion of Drug Test*
  - *BSAC (Basic School Age Care) Training Certificate*
  - *Other forms/documentation as required*
  - *Completion of all County of Ashe policies and procedures acknowledgments (ex: Substance Abuse Policy, Social Media Policy, etc)*

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**Duties:**

- Supervise, interact and guide children at all times in the program as part of the child/staff ratio
- Follow and implement program policies as specified in staff manual
- Follow day care rules/regulations
- Provide a safe, secure and nurturing environment for every child
- Prepare and implement monthly calendars for parents/participants to include physical activity, enrichment activity and small group activity daily aligned with the Common Core Essential Standards
- Have all supplies/equipment ready to implement before participants arrive daily
- Assist children with homework
- Communicate regularly with families
- Clean-up daily (all supplies, etc. put out of sight every day)
- Do shopping as assigned by the 4-H Afterschool Site Coordinator
- Implement effective, positive communication with other staff, families, Ashe County Schools staff and community
- Attend training opportunities provided (unless otherwise cleared)
- Complete trainings as assigned by due dates
- Record time on sign in/out sheet and time sheet daily – turn in a time sheet and sign in/out sheets to be approved by the 4-H Afterschool Site Coordinator as scheduled
- Assist in development of learning stations
- Performance review annually

**Work Schedule:**

- Up to 20 hours per week depending upon enrollment and work load
- Work schedule varies

**Rate of Pay:**

- Part-time temporary position - 10 months
- \$10.00 per hour

**ASHE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

*Revised 5/17/19*