

## AFTERSCHOOL ACADEMY SUBSTITUTE

**Position:** Substitute

**Reports to:** Foundry Preschool Academy Director, Afterschool Academy Coordinator

**Summary:** Responsible for providing a safe and developmentally appropriate afterschool program for young children that complies with all relevant legislation, policies and procedures. Nurtures children, provides snacks crafts, and instruction, and ensures students are clean and kept safe in the absence of regular afterschool staff.

**PRIMARY RESPONSIBILITIES:**

- Reports to the education director or afterschool coordinator upon arrival and upon departure at the end of the day.
- Maintains as fully as possible the established routines and procedures of the afterschool program.
- Assists with homework, and/or teaches the lesson outlined and described in a lesson plan prepared by the absent afterschool staff.
- Assumes responsibility for overseeing pupil behavior.
- Reports in writing with notes left for the absent teacher, the assignments made and comments regarding student behavior.
- Follows all policies, rules and procedures to which regular afterschool staff are subject and which good teaching practice dictates.
- Maintains regular attendance, working as needed.
- Performs other related duties as assigned.