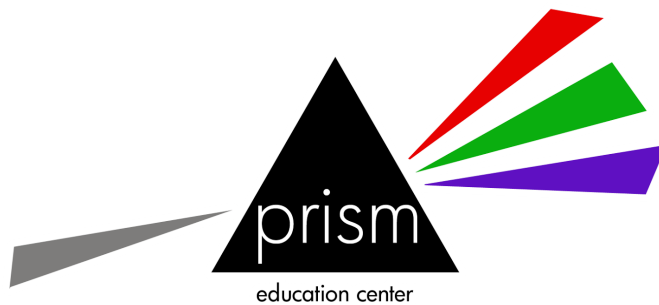


2190 South Razorback Road  
Fayetteville, AR 72701  
(479) 249-6113  
info@prismeducationcenter.org



## **Afterschool Enrichment Leader**

Prism Education Center is a values-based non-profit organization located in Fayetteville, Arkansas. The mission of Prism Education Center is to develop children of knowledge, insight, integrity, and wisdom who will impact every sphere of society by expressing and representing a standard of excellence. Prism fulfills this mission through preschool, private school, summer school, and after school programs for children ages 6 weeks to 18 years of age. The faculty, staff, and service members of Prism Education Center are committed not only to the intellectual development of students, but also the holistic development of students. Consequently, students at Prism are provided numerous activities including character development programs, arts education, physical fitness activities, social and emotional learning, and numerous other programs that build character, content knowledge, and capacity in students served through Prism's programs. Values are integrated not only in the instruction and content of each lesson, but also in the lifestyle of the individuals who teach and serve at Prism Education Center. During the summer of 2017, Prism will combined its current three campuses into one facility located at 2855 Joyce Blvd.

### **Position Description**

Prism Education Center will hire three new afterschool team members. The role of an afterschool team member is to create an engaging and supportive environment where students can participate in enrichment and extra curricular activities during the Prism Education Center After School Program. Team Members will be responsible for overseeing outdoor activities, providing homework help and planning interactive, engaging lessons and activities for K-12 students.

**Start Date and Hours:** Individuals considering this position should be prepared to begin working by August 10<sup>th</sup>. Scheduled hours for the afterschool program are 3:00-6:00 Monday - Friday

**Supervisor(s):** The Head Teacher, underneath the supervision the Executive Director

### **Essential Job Functions**

Responsibilities will include, but are not limited to the following:

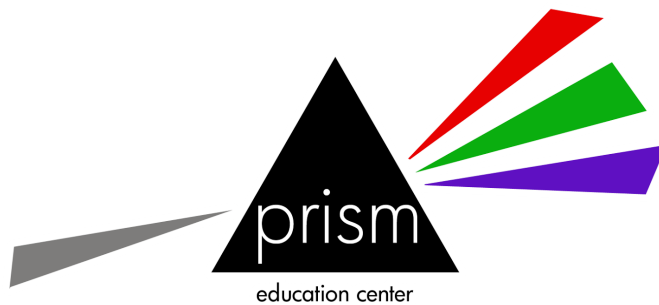
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- Maintain a safe environment
- Treat each child with respect and dignity
- Use and promote positive guidance techniques
- Work in partnership with the fellow teachers with activity planning and classroom management
- Plan, supervise, and implement appropriate activities and lessons for the class in accordance with the policies and philosophy of the school
- Maintain written plans on a weekly basis
- Establish routines with smooth transition periods
- Work cooperatively with fellow staff members and parents
- Attend all staff meetings and recommended training programs
- Notify the director in the event of absence, according to center procedures
- Perform other job duties as assigned

### **Disposition and General Responsibilities**

The positive environment of Prism Education Center exists solely as a result of the attitude, position of service, and commitment to excellence displayed by the leadership, faculty, staff, and service members of Prism Education Center. The culture of Prism Education Center is a major component of the success of Prism's programs and is highly protected to ensure continuance of the values and culture highly esteemed by the organization and its program recipients. Teachers must embody the same commitment to uphold this culture.

Qualified candidates must:

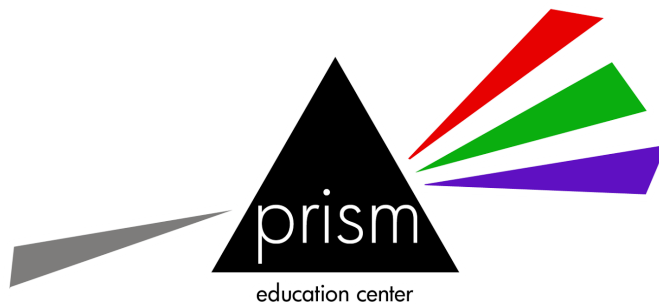
- Have a passion for students and for student development
- Possess strong Organization Skills to manage mixed grade level preps and planning
- Possess strong Classroom Management Skills
- Have a strong foundation and understanding of upper elementary skills
- Demonstrate the ability to make effective modifications for a minority of students who have special needs
- Demonstrate a position of service
- Demonstrate the ability to work as a member of a team and value the contribution and input of others
- Create a culture of learning by designing effective and engaging lesson plans, managing classroom policies and procedures, and creating respect and rapport among students through instructional and behavior guidance

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techniques that are consistent with the Prism Education Center values and educational philosophy

- Demonstrate integrity and maintain the ethical standards in both operational procedures and interactions with children and their families that are consistent with Prism Education Center's values and philosophy
- Model a healthy, intellectually active, ethical, and socially sound lifestyle for students in our program. Practice sound health habits required to effectively perform the position requirements.
- Comply with all the licensing and accreditation guidelines for all related and governing agencies associated with Prism Education Center, its students, and related activities.
- Demonstrate ability to maintain activity level associated with a fast-paced environment
- Demonstrate the organizational and communication skills necessary to effectively connect students and their families to the Prism community

### **Start Date and Contract Term**

#### *Start Date:*

The official contract start date will be **August 10, 2017**.

#### *Contract Term:*

Upon request, some flexibility may be permitted from the standard contract term. This amendment must be requested **BEFORE** the contract is signed.

### **Physical and Environmental Requirements**

Must be physically able to perform the job of Afterschool Team Member.

Example: able to lift children and/or equipment up to 40 lbs. Able to stoop, bend, sit, and stand for extended periods of time. Remain outdoors during seasonably warm or cold times for a minimum of 60 minutes each day.

#### **Application Process:**

Interested applicants should complete the application located at this link:

**<https://tinyurl.com/y9ga7894>**. Receipt of your application will be confirmed and forwarded to the appropriate personnel.

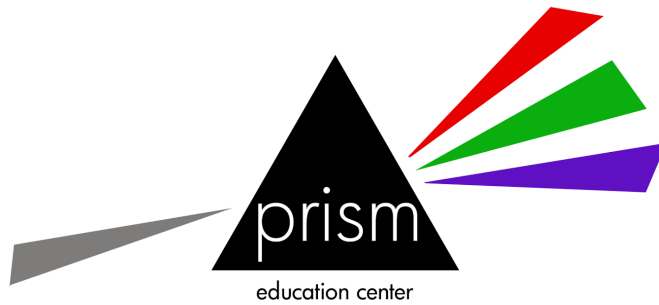
#### **Other Helpful Links:**

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Information about Prism Education Center

<http://prismeducationcenter.org/>

Information about City of Fayetteville

<http://www.fayettevillear.com/>

Information about Cost of Living in Arkansas

<http://www.arkansas.com/relocate/financial/>