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## After School Teacher Job Description - 2024-2025

### Objectives

To be a teacher in a nurturing, creative, respectful and safe environment where children's understanding of self is enhanced, curiosity about the world is developed, and individuality is honored and respected.

To possess knowledge and understanding of sound, current theories in child development and curriculum in elementary education, especially as to how they apply to Red Fox Community School (RFCS) which embraces a progressive, holistic approach to educating children.

To maintain high standards in all school relationships as well as all professional responsibilities.

### Pre-Requirements

1. Certification in First Aid and Youth/Adult CPR (or plan to receive certification).
2. Working toward or have received a Bachelor's or Master's Degree ideally in Elementary Education or related field.
3. Ability to relate positively and sensitively with children, parents, and staff.
4. Evidence of emotional maturity and stability to use classroom supervision constructively.
5. Evidence of sufficient security and judgment to handle crisis situations.
6. Ability to recognize and record significant observations and collect data.
7. Physical stamina.

### Responsibilities

#### **A: Planning and Preparation for Learning**

1. Prepare a safe, clean and organized classroom environment.
2. Plan a daily and weekly schedule that allows for freedom within structure. Assess, reflect and adjust the schedule as deemed necessary.
3. Maintain a physical space that conforms to Vermont Independent School licensing regulations and RFCS's high standards, policies and procedures.
4. Supervise children at all times, inside and outside, interacting with them while looking ahead to alleviate potential conflicts or safety issues.
5. Ensures that the classroom is picked up, organized and that general cleaning such as wiping down tables, work areas, and floors is occurring each day before departing at the end of the day or as needed throughout the afternoon.
6. Pick-up and organize the outdoor space and common areas as needed throughout the afternoon.
7. Create, model and maintain daily routines that ensure the high health and safety standards of RFCS and the Vermont Department of Health.

## **B: Curriculum Development**

1. Offer a Progressive and Holistic Education program that meets the emotional, physical, intellectual, social, and creative needs of children individually and in groups. More information about Progressive and Holistic Education can be found in the Faculty Handbook.
2. Interact with children to encourage their involvement and input with activities and projects.
3. Plan, develop, and implement an engaging, hands-on curriculum through open-ended and appropriate lessons, activities, interest areas, themes, special days, etc.
4. Encourage curiosity, discovery, and a sense of wonder in each child.
5. Help each child develop an appreciation for beauty and nature.
6. Promote self-confidence and a sense of self-worth by allowing choices within limits and building on successful experiences.
7. Plan, create, and implement student and classroom orientated materials such as games, interest centers, puzzles, manipulatives, etc. providing student choice.
8. Respect and work with each child and their individual personality and learning style.
9. Establish an atmosphere where children have a respect for people, nature, and classroom equipment and materials creating social and environmental responsibility and awareness.

## **C. Classroom Management**

1. Talk with children using appropriate, non-condescending and attentive language (both *verbal* and body language).
2. Use appropriate and positive classroom management and partnership, redirection and discipline according to RFCS's policies of problem solving and conflict resolutions, which can be found in the RFCS Staff Handbook.
3. Maintain a warm, accepting, calm, interesting and developmentally appropriate classroom environment where children's self-advocacy and self-discipline is gained by knowing limits and expectations.

## **D. Family Communication and Community Outreach**

1. Encourage families to attend community events and to participate and be actively involved in their child's education.
2. Recognize the importance of seeing the child as part of their family.
3. Share the child's school experiences with families.
4. Greet families by name in a positive and friendly manner.
5. Be available for conferences requested by families, in order to address questions or concerns.
6. Be supportive, open, and honest with families.
7. Keep parents informed about school happenings, new activities, and helpful hints about daily routines.
8. Use discretion when communicating with families, keeping in mind the potentially private and confidential aspect of the conversation.
9. Show great sensitivity and respect for family, community culture, values, and beliefs.

## **F. Professional Responsibilities**

### **Policies and procedures**

1. Maintain the strictest confidentiality regarding children, families, and staff.
2. Objectively and professionally complete written emails, reports, observations, and the like, regarding children, families and RFCS.
3. Promptly return all phone calls and emails to families, colleagues, and other adults connected to your students and your classroom and the school. Keep records of email, texts, and phone conversations.
4. Report any and all accidents and major incidents immediately, and prepare a written report stating date, time, nature of accident, treatment, and parent contacted. (Refer to the form in Health & Safety Red Binder in each classroom.)
5. Use the Google Doc attendance form to keep accurate and legible daily attendance as well as early pick-up records.
6. Assist in creating and enforcing school policies and procedures. Contribute ideas and expertise that furthers the school's mission and advances the strategic plan.

7. Demonstrate faithfulness and promptness in attendance at work.
8. Refrain from using school contacts and privileges to promote partisan politics, sectarian religious views, or self-serving propaganda at any time.
9. Place the welfare of the children as the primary concern,
10. Work with the HOS to determine goals and professional development requirements to ensure the continuation of pursuing knowledge and understanding of best practices in the field of education and child development.
11. Report all suspected cases of physical, sexual, or emotional abuse to the Agency of Human Services, Department for Children and Families.
12. Keep track of After School expenses and submit reimbursement forms and receipts in a timely manner. Work with the HOS when ordering supplies or items for the classroom to ensure the annual supplies, materials, and curriculum budgets are managed appropriately.

### **Collegial and Collaborative Work**

1. Develop consistency in communication with RFCS staff, including specialists. Take responsibility for establishing and maintaining a good working relationship with all RFCS staff.
2. Strive to be in sync with other teachers regarding students and their learning through open and consistent communication. Work to build harmony with the classroom teaching teams, specialists, After School teachers, and administrators.
3. Establish a climate of cooperation and collaboration within the school, supporting other staff and community members in an atmosphere of trust, mutual respect, and commitment to a common purpose.
4. Maintain courteous and professional relationships with students, families, staff members, and all others connected with the school community.
5. Demonstrate a positive attitude that will support and boost the school's emotional spirit. Refrain from using comments that reflect negatively on RFCS, staff, children, or administration.
6. Show ability to be flexible and adaptive to situations that come up unexpectedly.
7. Plan cooperatively, share ideas, and offer and accept constructive criticism.
8. If planning to extend a unit or activity that is occurring in the classrooms, coordinate time to share ideas, plan curriculum, and discuss outcomes.
9. Establish with other members of the staff an environment of trust and cooperation in terms of sharing resources, materials, and professional information.
10. Demonstrate an open attitude of receptiveness as well as respect for individual differences among staff members.
11. Communicate regularly with classroom teachers regarding any pertinent information about a specific child or specific incident.
12. Attend special School Events.
  - All part-time teachers are invited: Welcome Back Family Picnic, Back to School/New Family Orientation Night, Enrollment Open Houses, Saturday School Days (Fall Harvest Fest, Winter Gathering, Spring Zephyr), special performances like Poetry and Solstice Celebration, 100 Day Celebration, Open Mic, Spring Play, Graduation, and Last Day of School Country Fair Day.
  - All teachers are invited to attend special PA events like the BlueGrass and Roots Festival, Peru Country Fair, and the March Fundraising event.

<h2 style="margin: 0;">Accountability</h2>
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Together, the Red Fox Community School teachers and administrators are expected to maintain the professional integrity of the school.

### **Policy Adherence:**

All staff are expected to adhere to the policies that are set forth by RFCS and the State of Vermont.

The HOS shall promptly address any issues regarding school policy or other unacceptable action or performance by any staff member. They will work with the staff member in question to remedy concerns in a clear and timely manner, to understand and uphold school standards or professional conduct through private consultation, a collaborative staff effort or other means that they deem appropriate. Written

feedback will be provided so that areas that need corrective action are clear and mutually understood by the employee and the HOS.

If the teacher or staff member suspects a violation of school policy by another staff member, they shall immediately report this to the HOS to ensure that the violation is addressed. If a teacher or staff member suspects that the HOS is in violation of a policy they contact the President of the Board of Directors.

### **Fulfilling the Job Description**

Red Fox Community School teachers and staff are expected to work to the best of their ability to fulfill the obligations of their job description.

The HOS will support the staff in pursuing the high standards of teaching that are expected at RFCS through an annual evaluation system. They will work with a staff member to provide positive feedback and to address areas that need improvement and shall act if, in their judgment, the staff member has not remedied the situation in a prompt and effective manner. Actions may include oral reminders, written warnings and/or reports to the Board President and may result in termination of the employment agreement.

If a staff member has committed a violation that is believed to be sufficiently egregious or inexcusable, the HOS shall inform the teacher in question of this judgment and recommend to the Board of Directors that the staff member's employment agreement be terminated.

The HOS, acting on behalf of the Board of Directors, has the legal authority to hire and terminate employment with input, if needed, from the Board.