

# **LARGO COMMUNITY MINISTRIES AFTER SCHOOL PROGRAM (LCM ASP)**

## **Position Description: Part Time Before & After Care Teacher**

### **Location:** Largo Community Church

1701 Enterprise Road, Mitchellville, MD 20721

We are seeking a dynamic, enthusiastic, and inspiring After-School Teacher to join our program. In this role, you will be responsible for supervising and engaging students, planning and leading daily activities, preparing learning materials, and providing homework assistance in a safe, nurturing, and enriching environment. This individual embraces the mission and philosophy of the Largo Community Ministries After School Program and is committed to providing a nurturing experience that promotes growth, learning, and fun.

The ideal candidate is passionate about helping children thrive both inside and outside the classroom and is committed to fostering their social, physical, emotional, and intellectual development. You will create meaningful learning experiences that encourage curiosity, creativity, confidence, and a lifelong love of learning. Success in this role requires a proactive and strategic mindset, strong relationship-building skills, and the ability to make learning both fun and impactful.

If you are energetic, creative, and eager to make a positive difference in the lives of children, we encourage you to apply.

### Responsibilities

- Ability to develop lesson plans and successfully instruct students in theories, methods and tasks.
- Planning, preparing, and implementing an approved curriculum that includes language studies, math, art, or social studies.
- Overseeing daily lesson plans and activities that focus on developing children's social and motor skills.
- Assisting children with assignments and homework, such as reading, writing, and math.
- Prepare and organize engaging learning materials and program supplies, including books, arts and crafts, educational resources, stationery, and other activity-related equipment to support a fun and enriching environment.
- Build positive relationships with children by providing guidance, encouragement, emotional support, and motivation, helping them develop confidence, complete tasks successfully, and reach their full potential.
- Supervise children and all program activities, ensuring a safe, respectful, engaging, and well organized environment at all times.
- Foster children's social, emotional, and academic growth by providing guidance, encouragement, individualized support, and age-appropriate learning opportunities.

- Establish clear expectations, promote positive behavior, and adapt activities and teaching methods to meet diverse learning styles and interests.

## **LARGO COMMUNITY MINISTRIES AFTER SCHOOL PROGRAM (LCM ASP)**

- Maintain a professional demeanor while building positive relationships with children, families, and staff.
- Assist with classroom organization, general housekeeping, and the overall upkeep of program spaces.
- Communicate concerns or incidents promptly to the Director and ensure children are released safely to authorized adults during dismissal.
- Participate in staff meetings, family engagement events, professional development opportunities, and other duties as assigned to support program and school needs.

### Required Qualifications

- High school diploma or equivalent. Successful completion of college courses for credit for teaching.
- A minimum of 400 hours working with school-age children in a school or after school program setting.
- MD 90 HR Training
  - 45 Hour Child Care Growth & Development Certificate (Required)
  - 45 Hour School Age Care Child Curriculum Development Certificate (Required)
- Health and Safety Certification
- Ability to develop lesson plans and successfully instruct students in theories, methods and tasks.
- Ability to effectively communicate with others and clearly express complex ideas.
- Proficient active listening skills to understand and adapt to students' various learning needs.
- Knowledge of child development, learning styles, and effective educational strategies that support student engagement and success.
- Strong public speaking and oral presentation skills.
- Excellent organization and time management skills.
- Proficiency with technology to track student attendance, maintain records, and create engaging, interactive learning experiences.
- Strong leadership skills, patience, and the ability to effectively engage and support students of diverse ages, backgrounds, and abilities.

### Desired Qualifications

- CPR Certification.

Please email your resume to [SPC@largocc.org](mailto:SPC@largocc.org)

Contact: Susan Brown - [haynesbrowns@gmail.com](mailto:haynesbrowns@gmail.com)