



## HOLY TRINITY ACADEMY

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Director-Millie Young  
13555 Hillcrest Road  
Dallas, TX 76240  
Phone: (972) 490-7060

### **HTA After School Care Teacher Position**

Holy Trinity Academy seeks a Teacher for its After School Care Program. The candidate must be dedicated to students' academic excellence, spiritual and social development, and who believes that education is both an intellectual and a moral endeavor. As an After School Care Teacher at HTA your duties and responsibilities are towards yourself, the ASC teacher, the students, and the administration of HTA.

### **Primary Duties and Responsibilities:**

- Assist other After School Teacher in implementing curriculum activities and lesson plans which includes copying, cutting, coloring etc. to construct materials needed for classroom activities and bulletin boards.
- Always supervise students by using positive guidance techniques consistent with state licensing regulation. Be responsible for the safety and physical welfare of the students.
- To understand that all students are different and be able to respect their differences along with being a good role model.
- Under the direction of the lead teacher, help to establish developmentally appropriate room arrangements and learning centers while introducing students to these centers to challenge and engage them.
- Assist with getting snacks and water on the table for students.
- Assist with the changing of diapers, if needed, and to comfort crying students.
- Sanitize the toys and clean the room to ensure that there are no small objects anywhere on the classroom floor.
- Be responsible for the safety and physical welfare of the students which includes student allergies.
- Implement childcare licensing standards and accreditation standards.
- Maintain strong relationships with both students and parents/guardians.
- Keeps accurate records of students' attendance along with student accidents.
- Show respect for Orthodox Christian standards of moral conduct.
- Acquire the required 24 hours of professional development training for the Academic School Year including CPR.

### **Qualifications and Requirements**

Must be 18 years of age. Have 1-2 years of childcare experience or education in early childhood or related field. Having a degree is preferred, but must have a high school diploma or a GED. Must be able to bend, stoop, and lift children. Be trained to support other classrooms when needed and report directly to the Director.

Interested candidates should email resume to: [htadirector@htadallas.com](mailto:htadirector@htadallas.com)