

Licensed Elementary School Teacher

CHAMPIONS ACADEMY / POSITION DESCRIPTION

Program	Champions Academy Afterschool and Summer
Employer	Excel Community Association of Alamance Inc
Reports to	Lead Teacher and Curriculum Specialist
Employment	Part time and grant funded; hours assigned by season
Compensation	Per approved offer and budget; not established by this draft
Budget role	5350.110.121

Position overview

Provides standards-aligned academic instruction, homework support, differentiated tutoring, assessment, and student supervision for assigned elementary groups during afterschool and summer programming.

This description consolidates the responsibilities found in the reviewed program records and assigns their practical implementation. It covers both seasons, including preparation and closeout. It is a review draft; ECAA approval and current grant requirements govern adoption.

Key responsibilities

Planning and academic delivery

- Prepare, submit, revise, and implement complete weekly lesson plans under the Lead Teacher’s deadlines and framework. Address grade-level reading, mathematics, science/STEM, educational technology, project-based learning, and assigned enrichment connections.
- Use interactive, inclusive teaching methods, differentiated assignments, learning centers, small-group instruction, and individual intervention to meet academic and social-emotional needs. Prepare materials and the classroom before instruction.
- Conduct the daily homework check; provide structured support after enrichment and reinforce independent problem solving, study habits, and understanding. Students without homework follow the planned learning activities.
- Implement documented learning accommodations/supports supplied through authorized leadership; coordinate bilingual and English-learner assistance with assigned assistants.
- Prepare instructional activities and student work before, during, and after approved educational field trips. Coordinate with providers so enrichment reinforces program learning goals.

Assessment progress and documentation

- Administer STAR Reading and Math as assigned at semester beginnings and program-year end, and at summer beginning/end; complete make-up testing and report missing students or technical issues to the Lead Teacher.
- Assess learning through formal and informal checks; use STAR, Freckle, school information, and classroom evidence to identify needs, group students, and deliver targeted support under the Lead Teacher’s plan.

- Maintain lesson plans, work samples, assessments, homework checks, attendance, participation, behavior, and progress reports. Submit records and instructional staff surveys on schedule for evaluation and monitoring.
- Provide constructive feedback to students. Report academic progress, achievements, attendance concerns, and support needs internally to the Lead Teacher, Operations Manager, or Program Director for authorized family communication.
- Participate in data-review/planning meetings; implement documented instructional adjustments and monitor student response at subsequent reporting periods.

Classroom leadership and program participation

- Direct assigned Teacher Assistants' classroom tasks and communicate lesson expectations, supports, and student supervision needs. Work with the Lead Teacher and operations team to maintain coverage and orderly transitions.
- Maintain a safe, organized, welcoming classroom; use consistent positive behavior strategies and promptly refer significant concerns to leadership.
- Prepare accessible substitute/emergency lesson plans; report absences and schedule needs through the required process and maintain accurate timesheets describing actual instructional and preparation work.
- Help coordinate, facilitate, and attend assigned family-education sessions, orientations, showcases, meetings, field trips, training, and professional development; provide home-learning materials through authorized contacts.
- Stay current with teaching practice and apply coaching and training. Perform all assigned arrival, snack/meal, dismissal, recreation, and field-trip responsibilities under the direct-service expectations below.

Direct service expectations

- Actively supervise assigned students during instruction, enrichment, meals, recreation, bathroom breaks, transitions, arrival, dismissal, transportation activities, and field trips. Maintain assigned ratios and rosters, perform headcounts, and secure staff coverage before leaving a group.
- Use calm, positive, developmentally appropriate behavior supports. Document incidents factually and report them promptly. Refer recurring, aggressive, bullying, or serious behavior to leadership; do not independently suspend or dismiss a student.
- Follow approved first-aid, illness, allergy, medication, and injury procedures within training and authority. Call emergency services when needed without delay. Complete same-day incident documentation and communicate internally so authorized leadership can notify families.
- Release students only through approved procedures after identity and authorization are verified. Never use a personal vehicle to transport participants. Supervise educational internet use only when required application consent is on file.
- Prepare assigned spaces and materials, model respectful conduct, remain engaged, clean and restore shared areas, and return devices to secure charging/storage. Maintain safe entry and egress in accordance with posted plans.

Shared staff responsibilities

- Follow ECAA policies, the approved grant design, assigned schedules, nondiscrimination requirements, and role-specific directions. Perform other assigned duties that support Champions Academy and are appropriate to the position.
- Complete required onboarding, background-check clearance, handbook and emergency-role acknowledgments, meetings, professional development, and performance reviews. Submit credentials and renewal information; report changes affecting eligibility through the required process.
- Record all actual work, including preparation, training, documentation, and closeout, on weekly timesheets and required Time and Effort records. Identify grant and non-grant activities accurately; submit records for independent approval. Do not charge unrelated work to the program.

- Protect student, family, personnel, and financial information. Use authorized systems and individual credentials; secure paper files, devices, and grant property. Report breaches, loss, theft, damage, and inappropriate technology use promptly.
- Know and practice the posted ECCO evacuation, shelter, lockdown, lockout, medical-emergency, missing-child, and reunification procedures. Participate in assigned drills; maintain accountability and supervision whenever responsible for students.
- Report suspected abuse or neglect directly to the appropriate authorities without waiting for internal approval, then notify leadership as required. Report misconduct, conflicts, fraud, or safety concerns through the established process; uphold whistleblower protections.

Qualifications

- Existing website qualifications: current or previous teaching license with proof; elementary teaching experience; bachelor's in education or related field preferred.
- Ability to develop engaging lesson plans, use assessment data, communicate professionally, and collaborate with colleagues and authorized family/community contacts.
- Commitment to an inclusive learning environment and safe, active student supervision.

Work schedule and environment

Work is assigned at the Ebenezer and ECCO campus, 734 Apple Street, Burlington, North Carolina, and at approved off-site activities as relevant to the role. Afterschool planning uses 3:00-6:00 PM on full ABSS student days; Summer 2027 planning uses 8:00 AM-5:30 PM. Preparation, meetings, family events, training, and closeout may occur outside student-service hours. Follow the current approved calendar and assigned coverage; a budget allocation is not a promise of hours.

Budget narrative reference: 15 hours/week for 40 academic-year weeks; 35 hours/week for 7 compensated summer weeks.

Performance and required work products

Performance review covers assigned duties, work products, documentation, safety, confidentiality, attendance, teamwork, and compliance. Retain required plans, logs, approvals, reports, and supporting records. Participate in annual and summer/end-of-assignment evaluations, corrective steps, and follow-up.

ECAA is an equal opportunity employer. Duties will be assigned within the employee's qualifications, training, and applicable accommodations.