



Friends of Children with Special Needs

華人特殊兒童之友

Position: After School Program Teacher (Fremont)

Hours: 15 to 18 hours per week (part-time)

Summary:

The FCSN After School Program is looking to hire a teacher who enjoys working with special needs individuals. Our team focuses a lot on teamwork and positivity. We want someone who understands the individual needs of our students and has the patience and the passion to work with them.

Job Duties and Responsibilities:

- Prepare snacks and teaching materials for the after school program.
- Receive students from their school bus upon their arrival at the program.
- Provide basic hygiene and self-care needs for those students who need them.
- Working and engaging with the students while they are at our program.
- Follow all safety rules and ensure the safety of our students and volunteers.
- Plan, facilitate and teach different class curriculums (ie. cooking, life skills, arts and craft, science, social skills, music & dance).
- Promote a positive environment for our students to learn in.
- Assist in creating obtainable goals and objectives for each of our students.
- Supervise and mentor our volunteers.
- Supervise and manage student behaviors as it is necessary.
- Help with daily clean up of after school program facility.
- Attend monthly staff meetings.
- Participate in parent-teacher conferences 2 times a year.

Qualifications and Skills:

- Must have a high school diploma or equivalent.
- Must be reliable, a team player, has good communication skills and be able to work with minimal supervision.
- May need to work on certain necessary Saturdays or Sundays for special events
- Preferably some experience or studies in education, special needs or with school-aged students.

Must be fluent in English. Cantonese or Mandarin speaking is a plus but not required.