

**Afterschool Lead Teacher  
TK/Kindergarten**

**ABOUT THE JCC EAST BAY**

The JCC East Bay values *hachnasat orchim* (providing a welcoming home) for people of all ages and life stages. Inspired by Jewish values, culture, and tradition, we build relationships, foster learning, and offer accessible pathways to Jewish life through programs for children, teens, families, adults, and older adults. After decades of operating our suite of programs in North Berkeley, we will be opening a new home for East Bay Jewish life in the summer of 2026 in Oakland. Our new campus will offer programs and activities to spark creativity, nurture identity, and weave together diverse generations, cultures, and organizations—including voices from across global Jewry—into a living tapestry of culture, learning, and *kehilla* (community) connections. Our future flagship campus in the Rockridge neighborhood will house our administrative offices and our award-winning preschool opening in the fall of 2026, and we will retain afterschool programs in Berkeley and in several Oakland public schools.

**POSITION SUMMARY**

The Afterschool Lead TK/Kindergarten Teacher will report directly to the Afterschool Leadership Team and will be instrumental in the success of the JCC East Bay's Afterschool Program. This person in this role must be able to create a positive educational climate where students can learn and grow. They will be responsible for preparing and implementing several weekly developmentally appropriate classes based on their personal passions and skills. They will work throughout the school year, from August until May, up to 27 hours per week.

We are looking for Lead and Assistant TK/K Teachers at our Berkeley program.

Classroom Planning

- Develop lesson plans and activities for grade groups that incorporate organizational philosophy and overall program vision.
- Supervise children, including planning, preparation and implementation of developmental programming for children in TK and Kindergarten.
- Plan and implement weekly elective classes.
- Create instructional resources and curriculum that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.
- Establish and communicate clear objectives for all learning activities.
- Provide varied opportunities using multiple learning styles for children's active participation, independent choices, experimentation, and problem solving within the context of a structured setting and program.

- Ability to support other staff's lesson planning; act as point person for collaboration around lesson planning.
- Ability to lead and supervise children in a variety of activities, both structured and unstructured.
- Collaborate with other TK/Kindergarten teachers to ensure continuity of curriculum, classroom structures, etc.

#### Classroom Safety

- Establish and maintain a well-organized, safe, and healthy environment for children.
- Check materials, equipment, and supplies to see that amounts are adequate and that everything is in good working condition; take preventative measures against hazards to physical safety.
- Maintain cleanliness of the classroom and other program spaces: wash dishes, wipe counters, put things away, etc.

#### Student Support

- Observe and assess the cognitive, perceptual, spoken, non-verbal language, and social, emotional, physical, and personal developmental needs of each child. Share observations with leadership team on areas of interest, strengths, and challenges.
- Mindful and aware of children's needs to promote growth and foster curiosity.
- Manage student behavior in the classroom utilizing methods consistent with JCC standards and invoking approved disciplinary action when necessary.
- Collaborate with leadership and inclusion staff to implement behavior plans.
- Ability to tutor students on an individual level, in specific subjects as well as general schoolwork.

#### Learning and Development

- Serve as role model and help guide/facilitate collaboration between staff.
- Support other afterschool staff in their learning and development.
- Read and stay abreast of current topics in education.
- Participate in ongoing professional development and Jewish holiday training sessions.

#### General

- Act as a positive and appropriate role model for children and fellow staff.
- Contribute to overall program development; support the goals of the JCC East Bay.
- Maintain organization and cleanliness during programming; assist in keeping all afterschool spaces organized and operational.
- Communicate with Afterschool administrative team when supplies are needed.

- Participate in weekly staff meetings.
- Assist with daily walking pickups.
- Assist in serving and cleaning up snacks.
- Assist in toileting accidents.
- Ability to document programs (photos, written form) for weekly newsletters and bulletin boards.
- Consistent attendance as an afterschool staff is required as this role is a critical component in the success of the afterschool program.
- Never be on cell phones while on the job (unless for work related communication or there is an emergency).
- Commitment to the mission of the JCC East Bay and knowledge of or commitment to learning about the Jewish community, values, and traditions.
- Commitment to Diversity, Equity, Inclusion, and Belonging work.
- Commitment to anti-bias education.

#### **REQUIRED MINIMUM QUALIFICATIONS**

- 2+ years of childcare or equivalent experience in early childhood educational environments.
- Must have some units or equivalent recreation, education, physical education, human services, or social welfare classes. Please submit a college transcript with your application to verify acceptable coursework.
- Must have experience planning and facilitating developmentally appropriate activities for TK/Kindergarten.
- Excellent communication and organizational skills.
- Ability to organize tasks, and develop and implement plans to efficiently meet organizational goals.
- Strong classroom management and behavior management skills.
- Ability to lead a classroom of children.
- Ability to work in a team.
- Ability to push/pull and lift/carry objects weighing 50 pounds.
- Ability to walk and stand for extended periods of time.
- Ability to sit on floors and chairs, and to get up and down quickly.
- Ability to bend from knees and waist to help a child.
- Ability to maneuver in confined lavatories to aid children with toilet needs.
- Ability to respond without delay to needs of young children.
- Regular and consistent attendance and ability to work a full shift; must be available Monday through Friday from 1pm-6pm and Wednesdays 12:30pm-6pm.



The salary range for this position starts at \$25.00/hour - \$26.50/hour. Excellent benefits including medical, dental, vision, vacation, sick pay, and holidays (including Jewish). This position is represented by the Union.

*The JCC East Bay is an Equal Opportunity Employer and makes employment decisions on the basis of merit. JCC East Bay policy prohibits unlawful discrimination in accordance with federal, state, and local laws. The JCC East Bay complies with the Americans with Disabilities Act and is committed to providing reasonable accommodations for people with disabilities. If you require particular accommodations during the application and interview process, please inform us of your needs so that we can provide accordingly.*

*Systemic inequities in hiring have caused women, people of color, LGBTQ+ folks, and others to apply to jobs only if they meet all of the qualifications. The JCC East Bay encourages you to apply anyway, as no one ever meets 100% of the qualifications. We look forward to your application.*