



<u>JOB TITLE:</u>	School Age Program Master Teacher
<u>DEPARTMENT:</u>	Education and Family Development
<u>REPORTS TO:</u>	Urban League School-Age Director
<u>FLSA STATUS:</u>	Non-exempt
<u>RATE OF PAY:</u>	\$15-\$20/hour (depending on education and experience)
<u>HOURS OF WORK:</u>	Monday – Friday (40 hours per week)
<u>REVISED</u>	March 6, 2026

The Master Teacher is responsible for assisting the School-Age Director in operating the child care center to support the growth and development of children. Also acts as responsible staff in the Director's short-term absence. The Master Teacher is professionally prepared to teach young children, especially in early childhood education and/or child development. The Master Teacher is dependable, responsible, patient, and emotionally supportive.

Qualifications

- Must be at least 18 years of age.
- Have obtained the qualifications at Level III or higher on the Professional Development Ladder (PDL).
- Valid Oklahoma driver's license with a driving record that meets organizational insurance requirements and the ability to safely operate a 15-passenger passenger van.

Skills

- Knowledge of developmentally appropriate practices in early childhood.
- Strong group management skills with children.
- Effective organizational and planning skills.
- Effective interpersonal skills.
- Ability to understand and follow instructions.
- Knowledge of student transportation safety procedures and applicable traffic laws and regulations.
- Ability to coordinate student transportation schedules, field trips, and off-site learning activities.
- Ability to maintain accurate attendance, transportation, and activity records.
- Ability to communicate effectively with students, parents/guardians, and program staff.

Responsibilities/Duties

- Cooperating with licensing staff and other appropriate agencies in maintaining compliance with requirements and in improving the quality of care.
- Maintaining a physical environment, including upkeep of equipment, that conforms to OKDHS licensing standards of safety and cleanliness, and that is conducive to optimal

3900 N. Martin Luther King, Ave., Oklahoma City, OK 73111
P: 405-405-424-5243; F: 405-424-3382

www.urbanleageok.org





growth & development of children who attend the center and the well-being of all involved in the childcare center activities.

- Obtaining the required training hours annually to meet the requirements by the OKDHS licensing.
- Assist with the development of plans for day-to-day activities and schedules, including all aspects of children's time at the center, and is a part of the staff-to-child ratio.
- Responsible for assessment and constant supervision of children at all times to ensure safety.
- Maintain progress records of each child's growth and development.
- Assist children with hygiene and daily care routines in accordance with licensing standards.
- Develop rapport with children, parents, and co-workers.
- Work with parents to promote understanding of their child's growth and development.
- Attends staff and parent meetings and participates in these meetings.
- Prepare meals as directed.
- Assist with clean-up duties and proper sanitation.
- Keep client information confidential.
- Effectively train and supervise staff by acting as a resource and a role model.
- Assists with supervision and evaluation of all personnel according to approved personnel practices and policies.
- Assist with the development and maintenance of good staff relationships.
- Assists the Director with the coordination of the center's childcare programs to meet the needs of children served.
- Operate a 15-passenger van to transport students safely from school to the program site and to approved program activities.
- Provide transportation for students to approved field trips and program-related learning opportunities.
- Follow established transportation safety procedures, including verifying student attendance, ensuring seatbelt use when applicable, and maintaining appropriate supervision during transportation.
- Communicate with parents/guardians and program staff regarding transportation schedules, student participation, and program activities.
- Supervise students during transitions, transportation, and off-site program activities to ensure safety and appropriate behavior.
- Conduct routine pre-trip and post-trip vehicle checks and promptly report any safety or maintenance concerns according to organizational procedures.
- Maintain accurate attendance and transportation records and verify that all students are accounted for during transportation and program activities.



Physical Requirements and Additional Qualifications

Must be able to:

- Must be able to perform essential physical duties with or without reasonable accommodation.
- Work outdoors in any variety of weather.
- Have physical capabilities consistent with Child Care Licensing safety requirements.
- CPR/First Aid certification required upon employment.
- Must pass an OSBI background check and have a commitment to creating a safe, inclusive environment for all youth.

I have read and understand the above job description for the position I am applying for. I agree to comply with the listed qualifications and job requirements.

SIGNATURE

DATE
