POSITION: TEACHER/INSTRUCTOR

EMPLOYMENT TYPE: Part-time position, hours to be determined

SALARY: Commensurate with experience and level of education.

Job Summary: Lead project-based academic enrichment activities in an after-school setting.

Duties and Responsibilities:

- Assist in the development of project-based academic enrichment activities in English Language Arts and STEM (Science, Technology, Engineering, and Math) fields.
- Implement the Academic Enrichment curricula and lesson plans for assigned activities.
- Utilize effective classroom management techniques based in positive reinforcement to ensure that all participants are focused and productive.
- Assist participants in reaching program goals and DOE standards in the subject.
- Acquire and prepare all of the materials needed to successfully run group sessions prior to the commencement of the activity.
- Along with Group Leaders, assist program participants with homework assignments when necessary.
- Along with Group Leaders, make certain that classroom areas are organized when transitioning from one activity to another. Make sure that all program supplies are stored away and student folders are filed away when classroom and/or program activities are over.
- Meet with Program Director regularly to discuss participants’ progress.
- Maintain complete and accurate portfolios of participants’ work to demonstrate and record progress throughout the year. Portfolios will be analyzed during meetings.
- Identify participants who are in need of additional support and report them to the Director in order for appropriate referrals to be made.
- Maintain constant communication with all supporting staff and Program Director to ensure smooth program functioning throughout the year.
- Notify program administration of any and all behavior issues, as well as any incidents involving injury.
- Follow assigned schedule unless told otherwise by your supervisors.
- Complete any additional program assignments deemed necessary by the Program Director.
- Serve as a leader and role model for youth and peers.

Qualifications:
Candidate must be working towards or possess a Bachelor’s or Master’s degree in Education. Must possess a clear grasp of the content to be taught. Teaching and/or tutoring experience preferred. Ability to obtain Staff Exclusion List (SEL), Department of Education (DOE), Department of Health (DOH) fingerprint and State Central Registry (SCR) clearance. Strong communication skills. Willing to go above and beyond program mandates for the benefit of the youth.

APPLY TO: Send resumes and cover letters to rjagannath@rbscc.org