**Job Description**

**Job Title:** Teacher

**Department:** Positive Youth Development

**Reports To:** ELEVATE Site Coordinator, Education Director, Chief Operating Officer, Chief Executive Officer

**Supervises:** None

**Pay Status:** Seasonal, Part Time

**Date Prepared:** 8/21/19

**Summary:** Provides high quality instruction, including virtual instruction, at assigned sites in compliance with funding source requirements, licensing requirements, performance standards, and policies and procedures.

**Essential Duties and Responsibilities:**

***Provide academic leadership for the 21st Century Program:***

* Leads educational instruction to students in the content area of English, Reading, Math, or Youth Development; utilize scientifically research-based materials and lessons in the Center of Hope common space or through virtual channels.
* Implement instruction in the Center of Hope after school program common space, or through virtual channels.
* Assists in developing students' cognitive capacity, increasing academic skill development, and respect for learning; foster students' self-esteem and motivation through positive interaction.
* Be directly supervised by the Site Coordinator, Education Director, Chief Operating Officer, and Chief Executive Officer for the 21st CCLC and the grant guidelines.
* Attend scheduled meetings to coordinate program design, evaluation process, and outreach efforts.

***Work closely with Site Coordinator and Project Director to:***

* Implement schedule of academic and enrichment activities.
* *Implement evaluation tools.*

***Design academic curriculum of the 21st Century Program:***

* Ensure academic activities are aligned with district curriculum standards.
* Implement individualized academic plans for all students enrolled in the Program in alignment with curriculum direction from the Education Director, Chief Operating Officer, and CEO.
* Assess students’ needs and interests.
* Evaluate student progress and Program effectiveness.
* Be prepared to teach each day with lesson plans, activities, and resources.
* Respect the classroom by maintaining order and not allowing students to touch any items in the classroom that belong to the classroom teacher.
* Welcome and supervise the work of volunteers/classroom aides assigned to your classroom.
* Provide direction and encouragement to volunteers/classroom aides.

***General Responsibilities***

* Be punctual and prepared for the day. Daily / predictable attendance is expected.
* Follow and support the discipline system utilized by the 21st Century Program.
* Listen to the students who attend the After School Program. They need a fresh, friendly face and someone to ask them how their day went. Talk with each of them as often as possible and genuinely care about their responses. Maintain a positive attitude in your work and interaction with staff and students.
* Follow all guidelines contained in this handbook as well as those of the school district and school you are working in. Know the rules and enforce them with kindness and consistency. Always treat students with kindness and respect.
* Exhibit and practice courtesy, respect, and professional judgment in dealings with all students, parents, supervisors, colleagues, school administration and staff, etc.
* Maintain confidential information about children, families or staff and do not discuss personal information in front of others.
* Make sure accurate attendance is taken and that students are signed out when they leave the program. Attendance sheets are to be put in the designated location for your center (see Site Coordinator).
* A staff member must be present at all times with students who are signed into the Program. Students are not allowed to go back to their classroom and/or locker without an adult. In most cases, students should not go back to their classrooms or lockers, they are responsible for bringing needed materials with them.
* Set a positive example for the students in the Program by following the program rules. If adults follow the rules, students will also follow them.
* Treat all people and property with respect.
* Read all information sent to you in a timely manner. Keep it for reference if necessary.
* Maintain open lines of communication with other Program staff and with the school staff, as well as parents/guardians. Let the Site Coordinator and Project Director know about supply needs and other matters in a timely fashion.
* Participate in relevant workshops and trainings when requested.

**Additional Responsibilities:**

1. Participate in the team process, both within the department and the corporation.
2. Attend internal and external meetings.
3. Pursue continuous education and professional development opportunities.

**Qualifications:**

Hold a teaching license is recognized by the Ohio Department of Education (Preferred).

**Education:**

Meet educational requirements for teaching licensure from the Ohio Department of Education (Preferred).

**Experience:**

Successful classroom teacher and/or tutoring experience with challenged or at-risk students.

**Additional Requirements:**

1. Initial and periodic Motor Vehicle Records checks, maintain a valid driver’s license, and maintain a safe driving record.
2. Must have insured, dependable transportation available for daily use.
3. Initial and periodic physical exams required.
4. Must submit to state and/or federal criminal checks.

**Language Ability:**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

**Math Ability:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rates, ratios, and/or percentages.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

**Work Environment:**

The work involves moderate risks or discomforts requiring special safety precautions (i.e. working around moving parts or machines). Employees may be required to use protective clothing or gear such as safety goggles, gloves, steel toe shoes.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

**Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Problem Solving** - Identifies and resolves problems in a timely manner; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

**Project Management** - Develops and coordinates project plans; manages project team activities.

**Customer Service** – Manages difficult or emotional customer situations; responds to requests for service and assistance.

**Interpersonal** – Maintains confidentiality; remains open to others ideas and tries new things.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills.

**Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

**Organizational Support** – Completes administrative tasks correctly and on time; follows policies and procedures.

**Attendance/Punctuality** – Is consistently at work and on time.

**Judgment** – Displays willingness to make decisions; supports and explains reasoning for decisions; includes appropriate people in the decision-making process.

**Planning/Organizing** – Prioritizes and plans work activities; organizes or schedules other people and their tasks.

**Professionalism** – Approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position; follows through on commitments.

**Safety and Security** – Observes safety and security procedures; uses equipment and materials properly.

This lists typical responsibilities, tasks and duties which are common to the positions of this classification. They are not intended to precisely define or limit the duties which may be assigned to employees, but to broadly define the types of activities the employee should expect to be assigned.

ALL ON AND OFF DUTY POLITICAL ACTIVITY IS GOVERNED BY THE HATCH ACT.

I have reviewed and received a copy of the functions and duties as outlined in this job description

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Employee Signature Date

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Print Employee Name

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Supervisor Signature Date

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Print Supervisor Name