

Work Study Job

Job Title:	Enrichment Teacher	Department:	TBD
Hourly Rate:	\$21	Supervisor:	TBD

Job Description

Role and Responsibilities

- Create weekly lesson plans that align with Expanded Learning Opportunities best practices
- Supervise and manage groups of children
- Attend scheduled staff meetings
- Maintain safety of children
- Maintain organization and cleanliness of site
- Prepare and serve snacks to the children
- Engage children in enrichment activities
- Provide homework support
- Build strong and nurturing relationship with children and families
- Positive communication with parents, staff, supervisor, school, etc.
- Enforce all general safety rules of center
- Assist in positive behavior management technique's when required
- Obtain required training and on-going professional development

Educational Benefits

- Hands on experience in a classroom setting working with youth 3-12 years old
- On-the-floor observation of student-teacher engagement
- Creating skills to building rapport with students and families
- Creating skills to build collaboration with school personnel (teachers, custodians, school executive team, or PTSA)
- Hands on experience creating curriculum
- Engaging in a commitment to social and educational justice

Minimum Qualifications

- Must be a minimum of 18 years of age
- A minimum of 1 year education beyond high school required. An AA in education or related field is preferred
- A minimum of 2 years of experience working with children required
- A minimum of one year experience working with school-age with demonstrated knowledge and competence in:
 - Behavior management skills
 - Activity planning/coordinating
- Demonstrated ability to manage confidential information appropriately
- Proven ability to communicate with children and adults in a positive and proactive manner
- Ability to create versatile and varied age appropriate activities for children of different ages and developmental stages
- A demonstrated ability to work effectively both independently and as a team member

Preferred Skills

- Ability to work and interact with children and parents
- Create and implement curriculum, utilizing Student Voice and Choice. Proficient knowledge of Microsoft office programs
- Time management skills
- Demonstrated ability to work in a fast paced environment on cross-functional teams with a wide range of personalities
- Exceptional problem solving abilities
- Exceptional written and verbal communication skills
- Detail oriented

Applications Accepted By:		
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