



**Job Title:** Certified Teacher-After-School Program

**Reports to:** Program Manager

**Classification:** Part Time Nonexempt (2:30 p.m.-6:00 p.m.)

**Supervisory Responsibilities:** None

**Date:** 07/07/22

Our Mission: Grace Place puts faith into action providing pathways out of poverty by educating children and families.

### Summary/Objective:

Together with the program manager, the **Certified Teacher** is responsible for the planning, instruction, and assessment of high-quality, comprehensive, and developmentally appropriate programming. The certified teacher will also provide instructional leadership to the staff team (approx. 14 hrs./week)

### Essential Duties and Responsibilities for After-School Certified Teacher

- Planning and Instruction
  - Create whole group lessons and center-based learning centers to promote math and reading supports for students
  - Provide academic supports for students during homework time
  - Plan and implement enrichment activities for students such as art, technology, and fitness
  - Create an environment that is conducive to learning with a variety of resources that are age appropriate and culturally diverse
  - Maintain a well-organized, DCF-compliant, safe, and attractive classroom environment conducive to the optimal growth and development of young children
  - Provide instructional leadership to staff team in the form of continuous program improvement through curriculum design supports, lesson planning review, instructional modeling/mentoring, and teacher professional development
  - Collaborate with Director of Student Performance to align instructional supports to support the regular school day
- Assessment
  - Utilize student assessment data to plan for instruction
  - Differentiate center-based learning centers based on individual needs
- Volunteer Management
  - Welcome, train, and manage volunteer involvement in the classroom
  - Model and coach volunteers in appropriate strategies for instruction and classroom management
  - Maintain high visibility and a hands-on presence with students, staff, volunteers, and parents who are participating in the program
- Communication
  - Maintain communication with parents regarding their child's progress and needs
  - Keep parents informed of daily activities and program expectations/changes
  - Support the 6 parent events during the year
  - Work collaboratively with co-teachers and managers to improve program quality

**Qualifications:** Staff must qualify in all the following:

**Education/Experience:**

- Must have at least a bachelor's degree in education
- Must have a valid Florida Professional Educator's license
- Must obtain Foundation Florida DCF certificate within 1 year of employment
- 2 years instructional experience *preferred*

**Knowledge, Skills, and Abilities:**

- Bi-lingual, preferred (English/Spanish or English/Haitian Creole).
- Demonstrated experience working with diverse cultures and populations.
- Proficiency in Microsoft Office Suite use of the internet, and basic computer skills sufficient to maintain program records and budgets, and communicate with parents, volunteers, partners, and community.
- Strong interpersonal skills and written communication skills.
- Commitment to the mission and core values of Grace Place.
- Current first aid and CPR certificates (can obtain within 90 days of employment).
- Able to pass background checks and FDLE fingerprinting.