



Job Title: 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 **Afterschool teacher** is responsible for the planning, instruction, and assessment of high-quality, comprehensive, and developmentally appropriate programming. (approx. 12-14 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 youth/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 at least one of the following:

Education/Experience:

- Must have a bachelor's degree in a non-educational field but with at least 2 years of instructional experience.
- Or a degree in education with or without a valid Florida teaching certificate.
- For K-5th program, must obtain Foundation Florida DCF certificate within 1 year of employment.

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.