



### **Position Description**

**Position:** Summer Academic Teacher (temporary position)

**Hours:** Monday – Friday from 8am-5pm. June 15 to August 14

**Description:** The VLP is looking for a committed individual who wants to increase their experience working with urban youth. This position is a 9-week assignment including staff training and orientation.

The Summer Academic Teacher is responsible for managing all classroom activities in the VLP's summer program including: academic curriculum delivery, two enrichment periods, attendance tracking, management of volunteers and classroom assistants, and oversight of program field trips and events.

**Responsibilities:** Under the direction of the Academics & Evaluation Coordinator, performs the following:

#### Programming

- Use of innovation and creativity in the classroom to result in academic progress
- Delivers academic curriculum in literacy and math daily
- Prepares lesson plans and teaches two enrichment periods for students that include unique experiences and project-based learning; successful lessons will incorporate literacy and math as part of enrichment
- A case management approach in retention of enrolled students and engaging families
- Planning and coordination of End-of-Summer Celebration activities and field trips
- Participates in the supervision and evaluation of all classroom assistants
- Actively utilizes the VLP library, its staff, and its services
- Models positive relationships between youth and co-workers
- Performs other related duties as assigned

#### Reporting

- Keeps accurate student classroom files including, but not limited to:
  - A updated daily roster/sign-in sheet complete with parent's and/or guardian's signature
  - Weekly entry of daily attendance and enrollment and dismissal of students to capture classroom activities and outcomes
  - Regular progress reports for each student
  - Updated household information for each student, especially phone numbers
- Active participation in student and family surveys and assessments
- Assists in evaluating program for its effectiveness by providing regular input to aid in its success

#### Staff Collaboration and Community Outreach

- Provides a high level of customer service to parents, partners, library patrons, and the general public
- Works as part of a team to achieve the VLP's Mission and to integrate the VLP's Core Principles in all efforts
- Attends VLP summer staff meeting and meets with supervisor as needed
- Addresses email requests and phone messages in a timely manner
- Opens and closes library and 2510 building using proper security procedures

#### **Minimum Qualifications:**

- 2-3 years teaching experience in an urban setting
- B.A. in Education or related field
- Flexibility, initiative, creativity, and excellent organizational and planning skills
- Commitment to providing service to a diverse, urban population
- Excellent interpersonal communication skills for working with both children and adults

#### **Starting Compensation:** \$15-\$16/hour

Please send resume and cover letter to Lauren Snyder, Academics & Evaluation Coordinator, at [lauren.snyder@villagelearningplace.org](mailto:lauren.snyder@villagelearningplace.org). No phone calls, please.

Post-offer background check required.