



VILLAGE LEARNING PLACE, INC.  
2521 ST. PAUL STREET, BALTIMORE, MARYLAND 21218  
(410) 235-2210

### **Position Description**

**Position:** Lead Teacher

**Hours:** Position is for full-time, exempt employment. This position involves working some evenings and occasional Saturdays.

**Description:** The Lead Teacher is responsible for managing all classroom activities in the VLP's after-school program including: program delivery, recruitment and enrollment of program participants, management of volunteers and classroom assistants. Additionally, the Lead Teacher travels during daytime hours to area schools delivering literacy activities to primary classes.

**Location:** The Village Learning Place, 2521 St. Paul Street, Baltimore, MD 21218

**Responsibilities:** Under the direction of the Youth Programs Coordinator, performs the following functions:

#### Programming

- Plans and develops content-rich activities for students that include KidzLit, KidzMath, technology, art, and physical activity
- Travels to area schools delivering teacher-created elementary, literacy lessons
- Addresses students' behaviors, attitudes and attendance problems
- Supervises and manages classroom assistants and volunteers
- Works closely with a diverse population of children and their families
- Models positive relationships between youth and co-workers
- Plans and staffs special events and workshops for students and their families

#### Reporting

- Enters data and notes into ETO software daily to capture classroom and outreach activities and outcomes.
- Assists in evaluating the program for its effectiveness

#### Community Outreach

- Assists in promotion of VLP programs and in student recruitment
- Acts as a liaison between VLP, local schools, parents, and young patrons to support youths' academic achievements
- Represents VLP in community through school visits

#### Staff Collaboration

- Works with VLP team to plan and implement outreach services and special events
- Attends staff meetings and meets with the after-school team bi-weekly
- Performs other related duties as assigned

#### **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

**Reports to:** Youth Programs Coordinator