



### Position Description

**Position:** Academic Teacher

**Hours:** Monday & Wednesday-Friday from 1:00-6:00 p.m. Tuesday from 11:30 a.m.-6 p.m. Early September to beginning of June. This school-year position is for part-time employment during the after-school hours (24-27 hours/week). This position involves working some evenings and occasional weekend hours.

**Description:** The VLP is looking for a committed individual who wants to increase their experience building relationships with urban youth and the community. The Academic Teacher is responsible for managing all classroom activities in the VLP's LINK After School program including: academic curriculum delivery, enrichment sessions, character education, attendance tracking, management of volunteers and classroom assistants, and oversight of program field trips and events.

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

#### Programming

- Use restorative practices to build strong relationships to and between students and community members
- Use innovation and creativity in the classroom to result in academic progress
- Delivers academic curriculum in literacy, math and science
- Prepares and delivers enrichment lesson plans 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
- Assists with planning and implementation of Family Fun Night activities, End of Year celebration, and field trips
- Participates in the supervision and evaluation of all classroom assistants
- Actively utilizes the VLP library, its staff, and its services
- Builds positive relationships with youth and co-workers
- Facilitates meal service with fidelity to procedures of partner organizations

#### Reporting

- Keeps accurate student classroom files including, but not limited to:
  - Updating 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
  - Updated daily record of meal service
- 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
- Submits lesson plans weekly

#### 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 program 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

Performs other related duties as assigned

#### **Additional STEM Facilitator Responsibilities:**

The Academic Teacher for 3<sup>rd</sup>/4<sup>th</sup> will also serve as the STEM Facilitator to implement the STEM Achievement in Baltimore Elementary Schools (SABES) program, leading STEM sessions for 4 hours per week. The facilitator must participate in mandatory SABES training delivered by Johns Hopkins University Whiting School of Engineering.

The goal of SABES is to achieve STEM literacy within three specific Baltimore communities (lower Park Heights, Greater Homewood and Greektown/Highlandtown) by comprehensively engaging the community in STEM learning practices situated within these same communities. SABES is deeply committed to locating STEM within the world of the children we serve, rather than asking them to journey to the world of the scientist.

#### **Minimum Qualifications:**

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

#### **Starting Compensation:** \$23-25/hour

Please send resume and cover letter detailing your interest in the position to [link.hiring@villagelearningplace.org](mailto:link.hiring@villagelearningplace.org). Please specify position in email subject line. No phone calls, please.

Post-offer background check and fingerprinting required.