



2521 ST. PAUL STREET, BALTIMORE, MARYLAND 21218  
(410) 235-2210

### **Position Description**

**Position:** Assistant Teacher

**Hours:** Monday, and Wednesday-Friday from 2pm-5:30pm. Tuesday from 11:30am-5:30pm.

**Description:** The VLP is looking for a committed individual who wants to increase their experience in building relationships with urban youth and their families in after school and summer programming. LINK (Let's Invest in Neighborhood Kids) is an out-of-school-time program that seeks to provide academic support and character education in a fun and safe environment.

The Assistant Teacher works closely with the Academic Teachers and other program staff to provide the LINK After School Program. This position is a school year (mid-September to early June) assignment with possible extension through the summer months.

**Responsibilities:** Under the supervision of the classroom Academic Teacher, the Assistant Teacher performs the following functions including, but not limited to:

#### Programming

- Provides academic support for students by assisting with or delivering lessons in reading, math, and science; provides additional enrichment opportunities that include technology, art, physical fitness, etc.
- Assists in classroom by gathering and prepping materials
- Assists in addressing problems with behavior, attitude and attendance of children
- Substitutes for Academic Teachers as needed
- Helps to supervise and manage work-study students and classroom volunteers
- Staff special events and workshops for students and their families and helps chaperone field trips as needed
- Engages parents and students in a meaningful way to build a strong rapport with all VLP families
- Facilitates meal service with fidelity to procedures of partner organizations
- Performs other related duties as assigned

#### Reporting

- 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

- Works as part of a team to achieve the VLP's Mission and to integrate the VLP's Core Principles in all efforts
- Positively represents VLP in community through school visits, festivals, and other special events

- Provides a high level of customer service to parents, partners, library patrons, and the general public
- Contributes to “All Staff” and “All Program Staff” events as needed
- Attends staff meetings and meets with the LINK team weekly (*as applicable*)
- Addresses email requests and any phone messages in a timely manner
- Opens and closes library and 2510 building using proper security procedures

**Minimum Qualifications:**

- One to two years teaching or working as a classroom aid in an urban setting
- College course work in Education or related field (*Experience can substitute for college requirement*)
- Experience in restorative practices and inclusion preferred
- Flexibility, initiative, creativity
- Ability to organize and plan
- Commitment to serving a diverse population
- Excellent interpersonal communication skills for working with both children and adults

**Starting Compensation:** \$15-\$17/hour

Please submit cover letter and resume to [LINK.hiring@villagelearningplace.org](mailto:LINK.hiring@villagelearningplace.org). Please include job title (Assistant Teacher) in email subject line. Incomplete applications that do not include both resume and cover letter will not be considered.

No phone calls, please.

Post-offer background check required.