



VILLAGE
LEARNING
PLACE

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

Position Description

Position: Summer Academic Teacher – 3rd/4th grade (temporary position)

Hours: **Eight-week placement:**

Training, 9 a.m. to 4 p.m., Monday – Friday, June 24-28

Programming, July 1-August 9, 8:45 a.m. - 4:15 p.m.

No program held on July 4-5.

This role includes 20-30 additional hours for lesson planning & program prep between June 3 – June 21.

This position requires attendance at two evening events during programming.

Program Debrief meeting & classroom reset, Monday, August 12

Description: The VLP is looking for a committed individual who wants to increase their experience working with urban youth. This position is an 8-week assignment including staff training and orientation and a debrief meeting.

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

Responsibilities: Under the direction of the Director of Youth Programs, performs the following:

Programming

- Use restorative practices to build strong relationships to and between students and community members
- Use of innovation and creativity in the classroom to result in academic progress
- Prepare lesson plans and deliver academic curriculum in literacy and math daily
- Prepare lesson plans and teach 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
- Lead field trips and assign chaperones
- Serve and document meals in accordance with prescribed food service guidelines
- Participates in the supervision and evaluation of all classroom assistants and volunteers
- Actively utilizes the VLP library, its staff, and its services
- Model positive relationships between youth and co-workers

Reporting

- Keeps accurate student classroom files including, but not limited to:
 - An 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

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
- Experience using restorative practices preferred

Compensation: \$24-\$25/hour

Please send resume and cover letter to Tee-Kay McDonald, Director of Youth Programs at LINK.hiring@villagelearningplace.org. No phone calls, please. Applications will not be considered complete without both cover letter and resume.

Post-offer background check and proof of vaccination required.