



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

Position Description

Position: Summer Assistant Teacher – Pre-K/Kindergarten, 1st/2nd grade, 3rd/4th grade, or 5th/6th grade (temporary position)

Hours: **Eight-week placement:**
Training, 9 a.m. to 4 p.m., Tuesday – Friday, June 21-24
Programming, June 27-August 5, 8:45 a.m. - 4:15 p.m.

This position requires attendance at two evening events during the course of programming.

Program Debrief meeting & classroom reset, Monday, August 8

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 Assistant Teacher works closely with the Academic Teachers and other program staff to facilitate the activities in LINK Summer 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 Youth Programs Coordinator, performs the following:

Programming

- Substitutes for Academic Teachers as needed
- Staffs End-of-Summer Celebration activities and field trips
- Assists in classroom by gathering and prepping materials
- 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
- Helps to supervise and manage classroom assistants and volunteers
- Engages parents and students in a meaningful way to build a strong rapport with all VLP families
- Models positive relationships between youth and co-workers

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

- 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
- Contributes to "All Staff" and "All Program Staff" events as needed
- 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:

- 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 providing service to a diverse population
- Excellent interpersonal communication skills for working with both children and adults

Compensation: \$15-\$17/hour

Please send resume and cover letter to Annie Malone, Director of Library Programs & Services 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 required.