



Home
of



POSITION: C21 PROGRAM TEACHER

Report: Director of Staff Development and Training

Classification: Part-time, hourly

JOB SUMMARY:

The job of the 21st CCLC Teacher was established to provide individualized and group instruction to selected student participants in the 21st Century Community Learning Centers program at their designated site. The teacher will work with the Director of Staff Development and Training, and program staff to plan and implement each component of the extended learning program.

DUTIES AND RESPONSIBILITIES:

- Develop individual, small group, and large group academic lesson plans appropriate for students in the program.
- Teach and evaluate academic lessons.
- Maintain contact with each child's classroom schoolteacher monthly, in person, or via telephone or email, to coordinate afterschool lessons with classroom teacher curriculum and review reading and math progress.
- Establish liaison with the teacher and work under the teacher's direction, if necessary to assist the student.
- Provide individual and group social skills education, prevention education, physical fitness, character education, organization and study skills as part of the afterschool program at the assigned center.
- Help students develop positive attitudes toward learning and studying.
- Help students develop self-confidence, raise self-concept, and reduce anxiety of fear of failure in academic work.
- Assist students in achieving a better understanding of specific subject material and in improving academic capabilities in designated areas.
- Help students develop the study skills necessary for academic success.
- Assist in designing and implementing class cooperative projects.
- Collect and record program evaluation (Pre/Post tests, report cards, etc.) information as assigned.
- Submit all administrative paperwork, such as time sheets and travel vouchers, correctly and on time.
- Ensure that the confidentiality of records and information is always maintained.
- Participate in training as assigned.
- Attend any special events coordinated by the afterschool program.
- Immediately report any unusual incidents, and all dangerous and or potentially dangerous acts, involving individuals using services to the immediate supervisor.
- Support student success initiatives by involving families and using communication strategies to bridge the gap between school and home.

- Other duties as assigned, within your scope of practice.

QUALIFICATIONS & REQUIREMENTS:

Education:

Bachelor's degree in education

PA teacher certification preferred, in process for certification or equivalent experience will be considered

Experience:

One year of experience in training, teaching, or conducting presentations.

Skills and Abilities:

- Ability to work with diverse educational and social issues to assist students in achieving academically and socially.
- Willingness and ability to tutor students.
- Excellent oral and written communication skills
- Excellent organizational skills
- Self-directed worker
- Strategic and analytical thinker
- Work effectively with all levels of staff and management
- Knowledge of school district/school-based operations

PHYSICAL REQUIREMENTS:

- Sitting, standing, bending, lifting, and navigating stairwells required during working hours.
- Must be able to lift 25 pounds without assistance and/or over 25 pounds with assistance.
- Valid driver's license and proof of insurance.

DISCLAIMER

This job description is not an exhaustive list of all functions that the employee may be required to perform, and the employee may be required to perform additional functions. Additionally, CFYCD reserves the right to revise the job description at any time. Employment with CFYCD is at-will, and this job description does not constitute an employment contract. The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

EMPLOYEE ACKNOWLEDGEMENT

The employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Name

Employee Signature

Date _____