

PEASLEE NEIGHBORHOOD CENTER

Job Description – Lead Teacher – Summer Program

Description:

Peaslee's pilot summer day camp for 6 - 10 year olds will combine education, arts, cultural enrichment, recreation, and field trips. The Lead Teacher is responsible for the care and education children in the program, functioning as the leader of a teaching team. With this team, the Lead Teacher will plan and implement creative and engaging curriculum, manage day-to-day scheduling, and work with families to assess the needs of individual children. This position will be **full time**, Monday through Friday, from June 6-July 28th with part time training beginning in May.

Accountability:

The Lead Teacher reports to the Director.

Minimum Qualifications:

Must have thorough knowledge of and be able to implement a developmentally appropriate participatory curriculum for a classroom of 6-10 year old children. Must be at least 18 years of age, hold a Bachelor's degree in Elementary Education and certification and be professionally prepared as a teacher of young children. Additionally, individual must complete a full background check.

Compensation:

\$20.00-\$22.00 per hour, depending on experience.

Responsibilities:

To advance intellectual competence

1. Provide an integrated curriculum that meets the needs of individual children.
2. Design and implement activities that foster the development of arts & cultural knowledge.
3. Support literacy development through whole language experience.
4. Foster the construction of mathematical knowledge through hands-on experience.
5. Use equipment and material for indoor and outdoor play that promotes children's fine and gross motor development.

To support social and emotional development and provide positive guidance

1. Gear the program to the needs of the individual child and pace of learning.
2. Consider the individual child in relationship to his/her culture and socio-economic background
3. Help each child to become aware of his/her role as an integral member of a group.
4. Plan and implement a curriculum that reflects the culture diversity of the group.
5. Create an environment that fosters self-esteem, dignity and respect.

To ensure a well-run, purposeful program responsive to participant needs

1. Plan, supervise, and implement curriculum in accordance with the policies and philosophy of the program.
2. Maintain weekly written plans that reflect the individual interest and abilities of the children.
3. Observe and document individual progress through notes, checklists and other designated screenings.
4. Complete all documentation within agency guidelines and time limits.
5. Supervise, manage and evaluate the Assistant Teacher, student fellows, and volunteers in the classroom.

6. Facilitate weekly staff meetings on Mondays to address children's development and needed adaptations to the environment.

To establish positive and productive relationships with families

1. View parent-teacher relationship as a partnership, focusing on each child's individual strengths and abilities.
2. Communicate clearly with parents/guardians & ensure that all required paperwork is in order for student participation in program and special activities/field trips.
3. Gather information from team members for feedback to families.
4. Coordinate and handle all parent concerns.

To maintain a commitment to professionalism

1. Attend all staff meetings, parent meetings, and other mandatory or required trainings.
2. Promote agencies code of ethics.
3. Maintain flexibility and consistency with all staff.
4. Maintain confidentiality regarding staff, families, and children at all times.
5. Relate to families in a positive and respectful manner.

To establish and maintain a safe and healthy environment

1. Establish and maintain an environment that is clean, safe, stimulating and welcoming, as well as appropriate for each child's developmental level.
2. Assume an equal share of the joint housekeeping responsibilities of the staff.
3. Promote healthy eating practices.

Candidates are asked to submit a cover letter and resume that reflects their work experience and interest in the position.

Send resume to: patricia.richter@peasleecenter.org or mail to 215 East 14th Street Cincinnati, Ohio 45202. Call 513-621-5514 with additional questions.