

## PEASLEE NEIGHBORHOOD CENTER

### **Job Description – Assistant 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 Assistant Teacher is responsible for the care and education of children in the program, functioning as a key member of a teaching team. With this team, the Assistant Teacher will assist in planning and implementing 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 Assistant Teacher reports to the Lead Teacher.

#### **Minimum Qualifications:**

Candidate must have experience working with children 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; have experience working with children in school or community programs be as a caregiver, teacher or mentor of young children. In addition, candidate must complete a full background check.

#### **Compensation:**

\$17.00-\$18.00 per hour, depending on experience.

#### **Responsibilities:**

##### ***To advance intellectual competence***

1. Assist in implementing an integrated curriculum that meets the needs and interests of individual children.
2. Assist with implementing activities that foster the development of arts and cultural knowledge.
3. Support literacy development through whole language experience.
4. Foster the construction of mathematical knowledge through hands-on activities.
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. Assist in implementing a curriculum that reflects the cultural diversity of the group.
5. Help create and maintain an environment that fosters self-esteem, dignity, and respect.

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

1. Assist in planning, supervising, and implementing curriculum in accordance with the policies and philosophy of the program.
2. Assist with maintaining weekly written plans that reflect the individual interest and abilities of the children.
3. Assist with observation and documentation of individual progress through notes, checklists, and other designated screenings.
4. Complete all assigned documentation within agency guidelines and time limits.
5. Assist with supervision and feedback for student fellows and volunteers in the classroom.
6. Participate in weekly staff meetings to address children's development and environmental adaptations.

***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. Assist Lead Teacher with clear communication with parents/guardians to ensure that all required paperwork is in order for participation in the program and special activities/field trips.
3. Help gather information from team members for feedback to families.
4. Share all parent concerns with Lead Teacher.

***To maintain a commitment to professionalism***

1. Attend all staff meetings, parent meetings, and other mandatory or required trainings.
2. Promote agency's code of ethics.
3. Maintain flexibility and consistency with all staff and volunteers.
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. Help 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 [patricia.richter@peasleecenter.org](mailto:patricia.richter@peasleecenter.org) or mail to 215 East 14<sup>th</sup> Street Cincinnati, Ohio 45202. Call 513-621-5514 with additional questions.***

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