



### Job Description

<b><u>Job title</u></b>	<b>Lead Teacher</b>
<b><u>Reports to</u></b>	<b>Director of SHINE</b>
<b><u>Classification</u></b>	<b>Hourly – Non Exempt</b>
<b><u>Salary Pay-Range</u></b>	<b>\$23.00</b>
<b><u>Position Status</u></b>	<b>Part-Time after school program (14 hours per week)</b>

### **Job purpose**

To assist with curriculum development, prepare lesson plans and maintain student records. To communicate with families and the school. Responsible for oversight of students under their charge.

### **Duties and responsibilities**

- Responsible for daily instruction Monday thru Thursday at the center for 3 hours after the regular school day. (weekly lesson plans)
- Dedicated to helping at-risk children improve academic performance and attendance at school and improve inappropriate behaviors.
- Attend evening parent get-togethers.
- Provide hands-on constructivist instructional activities with a focus on STEAM.
- Implement a research-based curriculum coordinated with the child's academic day program.
- Integrate homework tutoring, character, and relationship-building, cultural, recreational and service learning activities.
- Create a strong line of communication between home and school.
- Maintain daily records for academic achievement, attendance and behavior.
- Responsible for doing pre and post testing on all children entering the program. Pre-tests should be done within one (1) month of starting the SHINE program. Develop Instructional Plans
- Perform home visits during the summer, if applicable.
- Attend all Friday or Saturday Professional Development trainings.
- Up-to-date clearances
- All other duties as assigned.

All of the above, plus ensures room readiness, clean-up, and responsibility for SHINE property and materials. Ensures all records/files are up-to-date. Serves as liaison between center and schools, including day teachers; responsible for general on-site management. Network with



other SHINE teachers to share common lesson themes, community resources and dynamic programs and speakers.

### **Qualifications and skills**

- Bachelor's Degree and current Pennsylvania Teacher Certification is required.
- All candidates must be creative, highly motivated toward student's success and focused on project based learning. Strong organizational skills, excellent oral and written communications and computer skills are required. Staff must have reliable transportation and child abuse clearances.

### **Physical Demands**

- While performing the duties of this job the employee is frequently required to stand sit walk use hands to handle or feel: reach with hands arms: talk and hear. The employee may regularly lift and or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **Work environment**

- The noise level in the work environment in usually quiet to moderate.
- This position is contingent upon grant funding

### **Disclaimer**

"Funded in full or in part with the Nita M. Lowey 21st CCLC grant from the Pennsylvania Department of Education."

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**This job description is not intended to be an all-inclusive listing of activities, duties or responsibilities. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.**

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	