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## **Job Description: After School Program Lead Teacher**

**Title:** Lead Teacher  
**Reports To:** Director of Youth Programs  
**Job Status:** 10 month, non-exempt, part time  
16 hours/week (M-T, 2:30-6, Fridays 2:30-5pm)  
**Compensation:** Starts at \$15.00 per hour

### POSITION SUMMARY

At Providence Center's Power After-School Program, children in grades K-8 build resiliency, learn to make safe and positive choices, and strengthen their motivation and skills to achieve personal goals under the supervision of caring staff. As a dual youth program, our young children are tutored and mentored by paid Teen Leaders from local high schools. Teen Leaders develop professional skills and experience working in the classroom, while receiving support and guidance throughout high school for enrolling in college or taking other steps toward bright futures.

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The After School Classroom Teacher will be responsible for ensuring a safe and supportive environment for children to learn and grow. The Classroom teacher will implement Providence Center's curriculum and activities that integrate Social and Emotional Learning (SEL) into the after school experience for students and teen leaders. Teachers also submit activity plans and lead a club of their choice twice weekly (ie. arts, sports, science, etc). We are currently seeking teachers with interest in physical activity (group games, sports, dance, yoga, etc) and gardening or science. She/he will supervise children during snack, homework assistance, activities and field trips, and provide direction as needed to youth leaders and volunteers who assist in the program. Each teacher will manage a classroom of children grades K-2,3-5, or 6-8 during homework, and collaborate with all ages during activities. Lead Teachers also play a large role in supervising local teen leaders and volunteers who mentor the children; delegating tasks and helping develop communication, teamwork and mentoring skills.

### MAJOR RESPONSIBILITIES

#### **Leadership and Teamwork:**

- Provide safe, supportive educational environment for children and youth.
- Participate in Providence Center staff meetings and professional development.

#### **Planning and Evaluation:**

- Submit project-based learning lesson summaries to the Youth Director outlining final products to be presented or exhibited, the steps that will be taken to achieve those products, and how the project reinforces social and emotional learning.
- Meet as needed with the Director of Youth Programs to review classroom materials and exchange feedback on program curriculum, growth and development.
- Report regularly to the Director of Youth Programs and submit quarterly self-evaluations of classroom management progress and student needs.
- Attend monthly staff meetings (on a weekday evening) for Lead Teachers and supervisors to discuss programming and review student needs.

**Classroom Management:**

- Supervise selected Teen Leaders who assist in after school classroom to build social, emotional and academic skills through an intentional curriculum as well as homework assistance.
- Coordinate with Teen Leaders and volunteers in the classroom to observe and monitor student progress. Provide opportunities for Teen Leaders to have a leadership role in daily activities.
- Facilitate weekly staff meetings with teen leader staff to solicit feedback and problem solve as a team.
- Welcome volunteers and outside guests; provide support and supervision to volunteers as needed in the classroom.
- Use materials, activities, and affirmative feedback that are consistent with the mission, values, and framework of the after-school program.

**QUALIFICATIONS FOR AFTERSCHOOL CLASSROOM TEACHER**

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**Experience:**

- One to three years of work experience is required in a related field working with K-12 youth. Some experience in teaching or curriculum development is preferred.
- Associates degree in Human Services, Early Childhood Education, or an equivalent combination of education and experience required.

**Knowledge:**

- Familiarity with issues related to inner city children and youth, specifically in education.
- Expectations for K-8 learning and proficiency.

**Skills and Abilities:**

- Must be reliable and dependable.
- Evidence of skills relevant to developing learning activities for elementary school students is required (creativity, enthusiasm, etc.).
- Communicates effectively with parents and staff.
- Works sensitively and effectively with individuals of diverse educational, socioeconomic, and cultural backgrounds.
- Commitment to Providence Center mission, program philosophies, and approach to youth empowerment programming.
- Bilingual Spanish/English preferred.

**Benefits:**

- 3 paid sick days.
- 5 paid days during winter break.
- Reimbursement for any work-related travel outside of Providence Center.
- This position is not eligible for health insurance.

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**ABOUT PROVIDENCE CENTER**

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Providence Center is an independent non-profit organization founded by the Holy Child Sisters in 1993. From the beginning, when the Sisters went door-to-door asking neighbors what they needed, Providence Center has focused on addressing the pressing needs of our community. Working primarily with Puerto Ricans and Latino immigrants, Providence Center provides educational and enrichment services to the Fairhill section of North Philadelphia, including: English as a second language classes, teen leadership development and college preparation programs, and an after-school program focused on social-emotional learning. Our mission is to educate people to have the power and spirit to transform their lives and community.

Providence Center is proud to be an equal opportunity employer. Providence Center maintains a policy of non-discrimination with respect to employees and applicants for employment.