

Better Basics
JOB DESCRIPTION

JOB TITLE: Teacher II – HOPE 21st CCLC

Workweek: 4 days (Mon – Thurs)

Work Status: Seasonal

Wage Classification: Non Exempt, Hourly

POSITION SUMMARY (functions and objectives):

- Instructs students during academic enrichment/remediation rotations at HOPE Center.

ESSENTIAL PERFORMANCE SKILLS, DUTIES AND RESPONSIBILITIES:

- Attends all required training and orientation meetings.
- Provides HR department with the necessary employment information.
- Creates a classroom environment that is intentionally inviting and engaging.
- Assists students in successfully completing homework assignments and re-teaches concepts when necessary.
- Utilizes materials provided by Better Basics to create and carry out all daily lesson plans.
 - Includes, but not limited to: shared reading/writing, independent reading/writing, literacy centers, small group and/or individualized instruction, number talks, exploration of math concepts through games and problem-solving situations, incorporation of social studies through literature and building community. Lessons should explore and build physical knowledge.
- Provides guidance for volunteers and program staff in meeting student academic and emotional needs. Models best practices for classroom instruction.
- Incorporates technology, where appropriate, to assist student learning.
- Builds a classroom community based on respect and valuing individual differences.
- Submits all required reports, lesson plans and student progress data
- Awareness of the health and well-being of assigned students.
- Communicates regularly with parents, school staff and program staff regarding student performance.
- Sets a good example for students and others including cleanliness, punctuality, sportsmanship, manners, and sharing in clean-up chores.
- Encourages respect for personal property, program and recreation equipment, and facilities.

ESSENTIAL TECHNICAL SKILLS, QUALIFICATIONS, EDUCATION/EXPERIENCE:

- Teacher's certification required
- Knowledge of and ability to implement best teaching practices
- Knowledge of federal and state regulations governing 21st Century Community Learning Centers.
- Able to use and instruct others in the use of iPads, laptops, interactive white boards and web-based software.
- First Aid/CPR training preferred (or ability to gain)
- Professional appearance and disposition with volunteers and staff
- Reliable transportation to and from work site.

Job Description: Teacher II – HOPE 21st CCLC (continued)

PHYSICAL DEMANDS

- Ability to transport 30 pounds of materials and supplies.
- Work indoors and outdoors in summer heat depending on student activities.

WORK ENVIRONMENT:

- Primarily in 21st Century HOPE CLC site in Fairfield located in a public school
- Possible off-site duty for scheduled field trips.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BY SIGNING BELOW, YOU STATE THAT YOU HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION AND HAVE RECEIVED A COPY OF SAME.

EMPLOYEE SIGNATURE

DATE

BETTER BASICS IS AN EQUAL OPPORTUNITY EMPLOYER