



Job Title: Afterschool Class Instructor- Middle School (Part – time)

Department: Education and Youth

Schedule: Monday – Friday afternoons; 14 hours/week

Supervisor: Middle School Senior Youth Coordinator

Tentative Start Date: August 28, 2017

GENERAL DESCRIPTION

The Afterschool Class Instructor is responsible for an afterschool class of refugee youth. Duties include supervising volunteers, delivering lessons, and conducting extracurricular activities.

KEY RESPONSIBILITIES

- Supervise middle school students, volunteers, and tutors in your own classroom Monday through Friday
- Review and implement lesson plans and extra-curricular activities
- Develop and carry out supplemental activities, such as arts and crafts and educational games
- Practice appropriate behavior management techniques and be aware of your surroundings to ensure safety of the students at all times
- Tutor refugee youth (grades 6-8) in all academic subjects, specifically focusing on literacy skills, self-sufficiency, creativity, and academic progress
- Integrate Youth Program volunteers into afterschool activities, supervising and utilizing their presence effectively to best meet the needs of the students and classroom (e.g. homework help, lesson implementation)
- Maintain organization and cleanliness of the classroom and all other spaces utilized
- Provide Lead Teacher with frequent updates on students regarding academic progress, behavior, and overall well-being
- Submit monthly student reports to Lead Teacher
- Attend trainings, events and meetings for the Afterschool Program, occasionally outside of regular hours
- Maintain punctuality and good attendance, providing notification to the Lead Teacher in the event of lateness or unexpected absence, as well as following organization protocol for planned absences
- Follow the expectations outlined in the New American Pathways culture, ensuring to create a safe, welcoming environment where all students feel safe and important

SKILLS AND COMPETENCIES

- Sensitivity to people of all cultures, ethnicities, and religious backgrounds
- Submit to a criminal background check
- Dependable and committed to the safety, health, and well-being of refugee youth

- Computer competency in MS Windows and MS Word
- At least 18 years of age and able to be physically active and mentally prepared to work with refugee youth of different ages, abilities, and backgrounds
- College credit in Secondary Education a plus
- Experience working with youth in grades 6-8 in an educational setting, preferably with refugee and/or immigrant youth
- Commitment to organization's mission and serving refugees

COMPENSATION

*This is a part-time hourly position with the hourly rate of \$15. To apply for the position, email your resume to careers@newamericanpathways.org indicating **Afterschool Class Instructor-Middle School** in the subject line. No phone calls please. **New American Pathways is an Equal Opportunity Employer.***