



Job Title: Afterschool Class Instructor- Elementary School (Part – time)
Department: Education and Youth
Schedule: Monday-Thursday afternoons; some Fridays; 16 hours/week
Supervisor: Elementary 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 elementary students, volunteers, and tutors in your own classroom Monday through Thursday
- 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 K-5) 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 New American Pathways Youth 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 and driver history 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 Early Childhood Education a plus
- Experience working with youth in grades K-5 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 position with an hourly rate of \$15 hourly. To apply for the position, email your resume to careers@newamericanpathways.org indicating **Afterschool Class Instructor-Elementary** in the subject line. No phone calls please. **New American Pathways is an Equal Opportunity Employer.***