



**Job Title:** Afterschool Lead Teacher- Elementary School  
**Department:** Education and Youth  
**Schedule:** Monday - Thursday 2:00 - 6:00pm; +2 additional hours (flexible); 18 hours/week  
**Supervisor:** Elementary School Senior Youth Coordinator  
**Tentative Start Date:** August 21, 2017

## GENERAL DESCRIPTION

The Lead Teacher is responsible for overseeing and maintaining an afterschool program site for refugee children. The Lead Teacher will be assigned to a school-based site and is responsible for ensuring safe and efficient operations of the program from staff, AmeriCorps members, interns, and volunteers. He/she will also be responsible for assisting in assessing students, documenting progress, and updating records as well as overseeing an afterschool class of refugee youth.

## KEY RESPONSIBILITIES

- Responsible for the implementation of youth literacy and youth development programming, organization, and operation of the New American Pathways afterschool program at your assigned school site
- Supervise and support Afterschool Class Instructors, AmeriCorps members, interns and volunteers
- Supervise and tutor refugee youth (grades K-5) in all academic subjects, specifically focusing on literacy skills, self-sufficiency, creativity, and academic progress
- Facilitate student afterschool assessments for each student on site
- Carry out supplemental activities, such as art projects, sports, teambuilding, and educational games
- Practice appropriate behavior management techniques and be aware of your surroundings to ensure safety of the students at all times
- Integrate Youth Program volunteers into afterschool activities, supervising and utilizing their presence effectively to best meet the needs of the students and classroom
- Maintain organization and cleanliness of the classroom and all other spaces utilized
- Provide Youth Coordinator and School Liaisons with frequent updates on students regarding academic progress, student attendance, behavior, and overall well-being
- Submit student reports and provide support to Youth Coordinator once weekly in the New American Pathways office
- Attend trainings, events and meetings for the Afterschool Program, occasionally outside of regular hours
- Maintain punctuality and good attendance, providing notification to the Youth Coordinator 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

- Proven organizational, leadership, supervisory and interpersonal skills.
- Ability to work with a wide diversity of individuals and be sensitive to all cultures, ethnicities, and religious backgrounds.
- Flexible and able to work with others in a fast paced environment and under a variety of circumstances.
- Proficiency in Microsoft Office Software, including spreadsheet and database management.
- Submit to a criminal background check
- Dependable and committed to the safety, health, and well-being of refugee youth
- 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 Primary 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 hourly position with the hourly range of \$16-18 hourly. To apply for the position, email your resume to [careers@newamericanpathways.org](mailto:careers@newamericanpathways.org) indicating **Afterschool Lead Teacher- Elementary School** in the subject line. No phone calls please. **New American Pathways is an Equal Opportunity Employer.***