



New American
Pathways

Job Title: Lead Teacher-Elementary Program

Program: Education and Youth

Schedule: 12-18 hours a week, including the hours of 2:00-6:00 p.m. or 3:00-5:30 p.m. Monday-Thursday; other hours flexible and to be set with supervisor

Supervisor: Elementary Senior Youth Coordinator

Tentative Start Date: August 26, 2019

GENERAL DESCRIPTION

The Lead Teacher is responsible for overseeing, maintaining, and instructing an afterschool program site for refugee and immigrant 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 instructing one class and assisting in assessing students, documenting progress, and updating records.

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
- Oversee and implement English to Speakers of Other Languages (ESOL) curriculum and lesson plans to engage student learning and development, particularly in the areas of literacy, enrichment, and extra-curricular activities in conjunction with AmeriCorps curriculum members
- Administer standards of positive behavior support and discipline for the purpose of ensuring the safety and well-being of all students and address student issues and conflicts appropriately as needed.
- Supervise elementary students, volunteers, and tutors in your own classroom Monday through Thursday
- Tutor refugee youth (grades K-5) in all academic subjects, specifically focusing on literacy skills, self-sufficiency, creativity, academic progress
- Supervise and integrate Youth Program volunteers into afterschool activities, utilizing their presence effectively to best meet the needs of the students and classroom
- Supervise and support Afterschool Class Instructors, AmeriCorps members, assistants, interns and volunteers
- Submit daily and weekly site reports to Youth Coordinator
- Attend trainings, events and meetings for the New American Pathways Youth Program, occasionally outside of regular hours
- Responsible for maintenance, security, and accountability of all Youth Program supplies, equipment, and property at the school site
- Report any suspected cases of child abuse and child neglect and refer children to Youth Coordinator for other New American Pathways Social Services as needed
- Complete assigned administrative tasks and check in with AmeriCorps curriculum members during weekly office hours

- Follow the expectations outlined in the New American Pathways culture, ensuring to create a safe, welcoming environment where all students feel safe and important
- Other responsibilities may be assigned as needed

SKILLS AND COMPETENCIES

- Bachelor's degree and experience working with youth
- Proven organizational, leadership, and interpersonal skills.
- Excellent written and verbal English communication 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.
- Ability to advocate on behalf of refugee youth
- Proficiency in Microsoft Office Software
- Must have valid Georgia driver's license, insured vehicle, and drive own vehicle.
- Submit to criminal background check and driver history check.

COMPENSATION

*This is a part-time position of \$15 an hour. To apply for the position, email your resume to careers@newamericanpathways.org indicating **Lead Teacher-Elementary** in the subject line. No phone calls please.*

New American Pathways is an Equal Opportunity Employer.