



Job Title: Elementary School Afterschool Class Instructor

Program: Education and Youth

Schedule: 14 hours a week, including the hours of 2:00 p.m. - 5:30 p.m. Monday-Thursday

Supervisor: Elementary Senior Youth Coordinator

Tentative Start Date: August 26, 2019

GENERAL DESCRIPTION

The Elementary School Class Instructor will teach a class of approximately 20 refugee youth in the after school program and assist in administering lessons. He/she will also be responsible for 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 students, volunteers, and tutors Monday through Friday
- 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
- Submit weekly and monthly student reports to the Senior 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.
- Help to maintain afterschool program records/files
- Report any suspected cases of child abuse and child neglect and refer children to Education and Youth Manager for other New American Pathways Social Services as needed
- 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 programs in a supervisory capacity.
- Proven organizational, leadership, supervisory 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.
- 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 **Afterschool Class Instructor** in the subject line. No phone calls please.*

New American Pathways is an Equal Opportunity Employer.