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## Class Instructor-Elementary Program

### Description

Bright Futures Afterschool program serves approximately 95, K-5th grade students enrolled in our partnered DeKalb County Elementary Schools. Program activities we focus include: homework support, interactive CORE subject and enrichment activities, and literacy tutoring. The Elementary School Class Instructor will teach a class of approximately 20 refugee youth in the after school program and assist in administering lessons. They will also be responsible for assisting in assessing students, documenting progress, and updating records.

### Industry

Education and Youth

### Employment Type

Part Time

### Working Hours

Tentatively 14 hours a week

### Responsibilities

- Responsible for the implementation of youth development programming, organization, and operation of the New American Pathways afterschool program at assigned school site.
- Oversee and implement English Language (EL) 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 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.
- Supervise students, volunteers, and AmeriCorps members during program hours Monday-Friday.
- Tutor refugee youth (grades K-5) in all academic subjects, specifically focusing on literacy skills, self-sufficiency, creativity, academic progress.
- Submit weekly and monthly student reports to the Youth Coordinator and enter in program databases as requested.
- Attend trainings, events, and meetings for the New American Pathways Education & Youth department, 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 Youth Coordinator for other New American Pathways Social Services.
- 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

### Qualifications

- Working experience with youth; education background preferred.
- Proven organizational, leadership, supervisory and interpersonal skills.
- Excellent written and verbal English communication skills.
- Computer competency in MS Windows programs (word, excel, etc.)
- 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.

**Job Benefits**

This is a part-time position with a salary of \$15-\$18 hourly (*approx. hours 2:00 p.m.- 5:30 p.m. Monday-Thursday*)