Position Type: Certified

Salary: $25.50 an hour

General Description of the Position:

Under the supervision of the project director, provide and assist in the delivery of excellent education to middle school-aged students in the Brookland-Lakeview 21st Century COLA Program (Afterschool Program and Summer Camp). The programs offer homework assistance, tutoring, academic enrichment activities, and classes/workshops to parents. Aid in the supervision of staff and volunteers of the program.

Specific Duties and Responsibilities:

- Provide instruction and adhere to a curriculum that is structured by grade level. Emphasis will be placed on math, reading, English, language arts, and character building.
- Prepares for classes assigned and shows evidence of preparation, instruction, and assessment to the project director.
- Develops and maintains, along with other staff, the physical environment of the classroom that is conducive to effective learning within the limits of resources provided.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains order within the classroom setting in accordance with the rules and policies and procedures.
- Supervises students in non-classroom time as needed (drop-offs, meals, pick-ups, field trips, student activities, fire drills, etc.).
- Attend and participate in scheduled program meetings by providing updates and feedback.
- Assist with the supervision of staff and volunteers to include adherence to policies and procedures and schedules.
- Provide support in the creation of program schedules, lessons, activities, trips, etc.
- Perform other duties as required to ensure the smooth operation of the program.

Skills and Experience Qualifications:

- Bachelor's degree in education or similar field with at least three years of experience working with youth and teens.
- Knowledge of the concepts, principles, and methodologies of instruction, curriculum, and lesson plans.
- Ability to develop instructional goals, design and deliver instruction, and assess students' learning.
- Experience in working with children in an afterschool program, camp, instructional, or community setting.
• Ability to listen, communicate, make decisions, supervise, maintain interpersonal relationships, conduct conflict resolution, and create positive situations with various people.
• Ability to work collaboratively in a team.
• Ability to relate to and motivate participants, parents, and staff.
• Must enjoy working with children and having fun while promoting education.
• Demonstrated experience in using Microsoft products (Word, Excel, PowerPoint).
• First Aid and CPR certification is desired.
• Spanish speaking is a plus.

**Work Schedule:**
Monday-Friday, 1:30 pm-6:30 pm

**Working Conditions:**
Instruction is normally conducted indoors. Activities and field trips may take place outdoors.

**Application Requirements:**
To apply for the Lead Certified Teacher position, please email your resume, BLEC application and three (3) letters of reference to the project director, Brookland-Lakeview 21st Century COLA Program at Lakeview@brookland.cc

A background screening will be conducted. If you have any questions or need more information, please call (803) 744-1967.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.