



Brookland-Lakeview 21st Century COLA Program

21st Century Community Learning Center (CCLC)

Certified Teacher (Parttime)

Position Type: Certified Teacher Parttime

Salary: \$20.00 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/or Summer Camp). The programs offer homework assistance, tutoring, academic enrichment activities, and classes/workshops to parents.

Specific Duties and Responsibilities:

- Provide instruction and adhere to a curriculum that is structured by grade level in math or reading or other related subject such as creative arts.
- 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.
- May assist with the supervision of students in non-classroom times 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.
- 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, 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).
- Spanish speaking is a plus.

Work Schedule:

Summer Camp: Monday-Friday, 8:00 am to 4:00 pm

Afterschool: Monday-Friday, 3:30 pm to 6:30 pm

Working Conditions:

Instruction is normally conducted indoors.

Application Requirements:

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

A background screening will be conducted. If you have any questions or need more information, please email, or call Dr. Washington at (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.