Job Description

Teacher

Program will operate June 15-July 24, 2020 with additional time required for pre-service training, program set up, and home visits. Staff:child is 1:6 maximum. The program will begin at 8:30 am and end at 3 pm each day. Teachers will be required to complete a pre-program training June 8-12 and July 27-29 as well. If time allows, staff will be gathered prior to June to participate in training and recruitment efforts. All Teachers must have a valid BCI on file before the program begins.

Responsibilities:

Teachers will be responsible for implementing a literacy based curriculum to children entering Kindergarten in the Fall of 2020. Mornings will begin with Harambee (come together) time, followed by literacy focused curriculum set in a more traditional classroom setting with the goal to prepare these children for their transition into public school. After a more traditional “morning meeting” time, the children will participate in pre-reading and early reading activities in the morning in skill based groups. Teachers will assist the Program Director(s) in planning activities that meet the needs of the children in each teacher’s group. Each teacher will support a Family Group through the mid day transitions (lunch, big body time and quiet time). Afternoon activities will be literacy based as well but broaden to incorporate other content areas such as math, science, life skills, cooking, environmental studies, art and social justice. Teachers will collaborate with one another to plan and implement these activities.

- Each teacher will also be required to assist in enrollment as needed for a minimal amount of time prior to program start. In addition, 3 days following the program will be used to pack, conduct exit interviews with staff/families and follow up on data (KRAL).
- Responsibilities for Harambee, snack preparation, receiving lunches, daily clean up/set up, weekly newsletters and other communication with families will be rotated and split among staff.
- Attend daily debrief and weekly staff meetings.

In addition to the daily routines and responsibilities, teachers will be asked to coordinate or assist with the coordination of one of the following aspects of the broader program:

- Family Literacy – designed to provide support and information to families these weekly events are dinner meetings for families with child care provided.
- Field Trip planning – each week the program will go off site or have a special visitor come to do a program at the church. All aspects of these will be collaboratively planned by staff.
- Other responsibilities will be shared with team members as matched with interests and needs of staff.