



## **Job Description Teacher for Next Level Enrichment Program**

**Position Summary:** Responsible for facilitating classroom instruction that provides students with engaging and challenging learning opportunities, promote academic achievement. Coordinate academic activities to align with NC Common Core Standards.

**Reports to:** Site Director

**Requirements:** The applicant must be at least 21 years of age and have one or more of the following: A Valid Certified Teaching, Masters or four (4) year degree with emphasis on Education, English, Reading or Mathematics or other approved major with at least 2 years' experience working with youth.

Associates degree must have at least three (3) or more years' experience working with school age children. Certified Teaching Assistants must have 2 years or more of experience.

**Responsibilities:**

- Effectively plan and deliver hands-on instructional activities based on CMS and NC State Standards.
- Plan structured and supervised hands –on activities enabling students to achieve academic success.
- Manage/maintain materials and equipment's of the program in the designated area(s).
- Account for an accurate daily attendance record for each student.
- Provide tutorials in math and reading as well as monitor online lessons.
- Assist After School Team in managing student intervention.
- Participate in staff development activities for the Enrichment Program
- Help organize, and attend parent workshop.
- Communicate/collaborate with parents, regularly on success/needs of students as much as possible.
- Help ensure students are in a safe and orderly environment at all times.
- Assist enrichment volunteers during enrichment time by monitoring student's engagement and behavior.
- Other assignments as assigned by the Site Director.

**Evaluation:** Feedback will be given by Site Director weekly, Midway, and at the End of the Program.

**Selection Procedure:** The credentials and backgrounds of the persons who submit an application will be reviewed. Following this initial screening, a list of persons who submit an application will be selected as candidates. Interviews will be held for selected candidates.

**All employees are required to submit to a criminal record check.**

**Statement of Assurance of Compliance with Federal Laws:**

*It is the policy of the Next Level Summer Enrichment Program students not to discriminate on the basis of race, national origin, color, age, gender, height, weight, disability, religion, marital status, or sexual orientation in any of its employment practices, educational programs services or activities.*

**Equal Opportunity Employer**