

## JOB DESCRIPTION

<b>Job Title:</b>	Elementary Program Leader	<b>Division/Department:</b>	Elementary Programs
<b>FLSA Status:</b>	Non-Exempt	<b>Reports to:</b>	Program Coordinator
<b>EEO &amp; WC Code:</b>		<b>Revision Date:</b>	2/19/2020
<b>Location:</b>	School	<b>Compensation:</b>	\$16.00 per hour + Fringe Benefits
<b># Supervises Direct Or Indirect:</b>		<b>Supervision Category:</b>	Individual Contributor

### Position Overview

The Elementary Program Leader is a creative, flexible, fun, professional able to teach a diverse array of concepts, and able to communicate with both students and adults. Above all, this person has the enthusiasm and ability to learn how to deliver curriculum, spark curiosity, creativity and confidence in all students. The Elementary Program Leader is responsible for and delivering high quality academic and enrichment instruction for up to 20 students in gender-specific afterschool classes for the 2019-20 school year.

The Program is an after-school literacy and enrichment program that provides an hour of literacy instruction and homework support daily, with other hands-on enrichment activities. Program Leaders deliver a dynamic and structured after-school program for K-5<sup>th</sup> grade youth to build their skills and interest in literacy and their love of reading. Our program serves students in the following East Oakland and San Leandro school communities: Acorn Woodland, Allendale, East Oakland Pride, EnCompass Academy, Horace Mann, Reach Academy, Think College Now/International Community School, and La Escuelita School.

### Major Duties and Responsibilities

- Plan, modify and deliver daily literacy and enrichment lessons to meet program goals for up to 20 students.
- Create a safe, respectful youth development-based learning environment.
- Review weekly lesson plans with the Program Site Coordinator prior to delivery.
- Deliver creative and engaging projects to enhance students' learning.
- Deliver lesson plans that are culturally relevant for a diverse population of students.
- Implement lessons aligned with the Common Core State Standards, Youth Development and Trauma Informed practices.
- Organize classroom to facilitate independence, leadership and self-control in students.
- Participate in mandatory weekly staff development, consultation, training, and team meetings.
- Participate in quarterly evening or weekend events with participants and their families.
- Work closely with Program Site Coordinator and school staff to track participants' progress.
- With support, use data to inform academic instruction, literacy activities and small group instruction

- Support adult and teen volunteers.
- Work as a team member with Program Site Coordinator, Program Manager, and other Program Instructors.
- Communicate regularly with families, teachers, and volunteers.
- Maintain organization of classroom and communal supplies and paperwork.
- Effectively utilize prep time to prepare for activities and classroom observations.
- Perform other duties as assigned.

### **Qualifications**

- A desire to support students in improving their skills and interest in literacy and academic enrichment subjects.
- Experience working and/or volunteering with elementary-age students.
- Experience with diverse families and communities.
- A desire to work in gender responsive programs
- Commitment of at least through the 2019-20 school year (August 1, 2019 – May 31, 2020).
- Effective verbal and written communication skills necessary to work with children, teachers, and volunteers.
- Ability to spark curiosity, creativity, and confidence in students.
- Ability to manage up to 20 students in a safe, respectful environment.
- Open to gaining new knowledge and skills.
- Basic computer skills
- Ability to bend, lift, and move up to 20 lbs.
- Employment is contingent upon showing proof of 48 college units or passing the Instructors Aide test.
- Department of Justice clearance based on fingerprinting submission
- Proof of TB test within the last four years
- Bilingual Spanish/English preferred.