

POSITION DESCRIPTION

Position: Teacher

Reports to: Executive Director

Status: Contract

Work Hours: 32 hours per week (Monday – Thursday)

Overtime: Not included with your employment offer

Location: Onsite

STATEMENT OF PURPOSE AND REQUIREMENTS:

The Barbara W. Smith Family Life Center provides individuals and families with valuable programs and resources to support human flourishing and well-being. We connect individuals and families to services and resources right in their neighborhoods. The organization's activities serve as a bridge for the educationally and socially disadvantaged in the South Suburbs of Cook County Illinois. The BWS Family Life Center's ecosystem of services includes advocacy and social justice, youth mentoring and education, and health and direct services support through the Greater Chicago Food Depository, Cook County Department of Public Health, and the Cook County Health System.

Through the BWS Family Life Center's Building Healthy Communities ARPA Grant, the Teacher will provide educational oversight that supports student learning and achievement, foster healthy learning environments, and provide a pathway for student success. This may include working with a variety of learning programs, providing homework and tutoring support, STEAM curriculum and activities, and mentoring. The successful candidate will oversee tutors that will provide tutoring and other academic assistance for grades K-12 both in-person and online. The Teacher must be able to foster positive relationships and engage youth in productive and constructive ways.

This position is located in South Holland, Illinois.

KEY RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

Their primary role is to assist the teacher in creating a conducive learning environment and ensuring smooth classroom operations.

Classroom Management: Manage classroom behavior and enforce rules and procedures. Help implement positive behavior management strategies and reinforce good conduct among students.

Instruction: Provide support to students. This may involve providing one-on-one or small group instruction, reinforcing lessons, and offering help to students who are struggling with their coursework.

Student Supervision: Monitor students during class sessions, recess, lunch breaks, and other activities to ensure their safety and well-being. Help maintain discipline and address any behavioral issues, following the guidance of the teacher or school policies.

Individual Student Support: Support students with special needs or learning difficulties. This may involve implementing individualized education plans (IEPs), providing accommodations, and adapting materials to suit the needs of students with disabilities.

Record-Keeping and Reporting: Maintain accurate records of student attendance, grades, and performance. Help in tracking student progress and provide feedback to the Education Coordinator for evaluation and reporting purposes.

Communication and Collaboration: Maintain open and effective communication with the students and parents/guardians. Relay information regarding student progress, behavior, or any other concerns to the appropriate parties. Collaborate with other staff members to ensure a cohesive learning environment.

Resource Preparation: Prepare teaching materials and organize resources for instructional use. Help in setting up audiovisual equipment, computers, and other technology as needed.

Professional Development: Engage in professional development opportunities to enhance knowledge and skills related to classroom support, teaching techniques, and working with diverse student populations.

Please note that specific responsibilities vary depending on the educational level (elementary, middle, or high school) and the program's requirements. The above description provides a general overview of the typical duties and responsibilities of a teacher.

Qualifications

- Passion for working with youth.
- Bachelor's degree, Master is preferred (or equivalent experience)

Disclaimer:

This position is contingent upon confirmation of funding. This position description reflects the BWSFLC's best effort to describe the essential functions and qualifications of the Education Coordinator. It is neither an exhaustive statement of duties, responsibilities, or qualifications nor a contract.

Salary:

Paraprofessional or equivalent: \$184/day (Monday – Thursday) until the end of the summer program.

Certified Teacher: \$232/day (Monday – Thursday) until the end of the summer program.

Barbara W. Smith Family Life Center is an Equal Opportunity Employer in full compliance with local, state, and federal Civil Rights & Affirmative Action laws. Barbara W. Smith Family Life Center maintains a strong policy of accommodation and a consistent practice of employing qualified individuals.