

POSITION TITLE: Lead Teacher

DEPARTMENT: Resident Services

STATUS: Non-Exempt (part-time, temporary)

SALARY: \$30.00/hour

POSITION SUMMARY:

Reporting to the Program Coordinator, the WHA's Lead Teacher position provides supervision and assistance in the WHA's after-school "drop-in" Learning Center for up to 20 children living in the Great Brook Valley/Curtis Apartments. The Learning Center is an active and dynamic environment for academic support and skill development, with time spent on supporting youth in completing homework, developing independence, and enrichment programs. Providing a safe, attentive, and constructive environment for children in grades 2-8, the Lead Teacher will rely on their own academic skills, compassion, and patience to serve as a role model, assist students in understanding and completing academic assignments, and generally promote academic and social success. The role will also include implementing classroom guidelines, sustaining engagement, and managing classroom behaviors. The Lead Teacher is also responsible for outreach, planning enrichment programs, and collaborating with students to incorporate their interests in coordination with the WHA's Program Coordinator. The Lead Teacher will collaborate with schools and public-school teachers to ensure academic progress.

This is a part-time, non-benefitted, seasonal (school year) position with normal hours of Monday through Thursday 2:30 p.m. to 5:00 p.m., from September 2023 to June 2024. This is an onsite (not remote) position located in Worcester, MA.

ESSENTIAL FUNCTIONS:

1. Supervise children utilizing the after-school Learning Center.
2. Monitor the assistant teacher and tutors and delegate tasks where necessary.
3. Develop the reading and math skills of each student based on their individual ability level, using the IXL online educational program to evaluate their progress.
4. Review student performance monthly and as needed with the Program Coordinator.
5. Assist students with homework, projects, test-preparation, and other subject-related issues.
6. Focus on specific academic goals, developed with the feedback and involvement of the student's teachers and parents.
7. Create a learning atmosphere that inspires curiosity and willingness within each student to become a lifelong learner.
8. Work with groups and one-to-one with children who need additional support.
9. In collaboration with the Program Coordinator, create and plan rotating educational enrichment programs, including nutrition, STEM, arts, life skills, etc.
10. Communicate regularly with the Program Coordinator and/or VP of Resident Services for support and additional resources and attend staff meetings as requested.
11. Engage interested volunteer seniors at Lincoln Park Towers (LPT), a WHA Development, to read to students and be read to, monthly.
12. Open, close, and secure the Learning Center during operational hours and ensure the Learning Center is kept organized and clean, creating a safe and supportive space to learn.
13. Perform similar, job-related duties as assigned.



EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Bachelor's degree preferred.
2. Experience as a teacher and/or working with children preferred.
3. Appropriate and professional behavior and a positive, patient, supportive, and calm demeanor.
4. Good interpersonal communication skills.
5. Ability to work effectively with people of diverse backgrounds and cultures.
6. Ability to read, write, speak, and understand English well.
7. Bilingual (English/Spanish) is a plus.
8. Excellent computer and internet navigation skills.
9. Ability to be prepared, flexible, and open to change.
10. Ability to be relied upon to be available for work.