

POSITION TITLE: Lead Teacher

DEPARTMENT: Resident Services

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

SALARY: \$30.00/hour

ABOUT THE WHA:

At the Worcester Housing Authority (WHA), our mission is to enhance the Worcester community by creating and sustaining decent, safe, and affordable housing that champions stability and self-sufficiency for our residents. As the second largest housing authority in New England, widely recognized for our innovative and progressive programs, we're not just providing housing – we're building futures. We're looking for candidates who are mission-focused, goal-driven, and passionate.

The WHA is committed to developing and supporting a diverse, equitable, and inclusive community both inside and outside of the workplace. Representation is important; our clients come from all walks of life and, not unintentionally, so do our staff. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our agency stronger.

ABOUT THE POSITION:

Reporting to the Program Coordinator, the WHA's Lead Teacher 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, developing learning materials, and managing classroom behaviors. The Lead Teacher is responsible for 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 5:30 p.m., from September 2024 to June 2025. This is an onsite (not remote) position located in Worcester, MA. There will be opportunities for occasional additional hours to help provide childcare during adult learning Thrive Academy courses.

ESSENTIAL FUNCTIONS:

1. Supervise children utilizing the after-school Learning Center.
2. Monitor and direct 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. Work with the Program Coordinator and Program Manager to create goals, review student performance, assess program impact, and measure success.
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. Serve a snack and dinner to children participating in the program (prepared and provided by a third-party vendor).
11. Communicate regularly with the Program Coordinator, Program Manager, and/or VP of Resident Services for support and additional resources and attend staff meetings as requested.
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 required.
2. Experience as a teacher and/or working with children required.
3. Ability to pass required criminal background checks.
4. Appropriate and professional behavior and a positive, patient, supportive, and calm demeanor.
5. Good interpersonal communication skills.
6. Ability to work effectively with people of diverse backgrounds and cultures.
7. Ability to read, write, speak, and understand English proficiently; 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.

ENVIRONMENTAL/PHYSICAL REQUIREMENTS:

This position requires working in all weather conditions, is subject to heavy/strenuous work, and may encounter undesirable pests. Candidate must be able to meet all of these requirements.

Environmental:

1. Ability to work in an environment with conditions such as sleet, snow, dust, and dirt, as well as cramped quarters and high places.
2. Ability to work in environment with conditions, which may include fumes, odors, gasses, chemicals, dust, grass, weeds and pollen as well as noise in the range of 30 – 65 decibels.
3. Ability and willingness to wear any and all protective and safety clothing and devices as instructed, which may be required to work in the environments outlined above.

Physical:

Constant (70%-100%)	Frequent (30%-70%)	Occasional (0-30%)
Eyesight/hearing	Climbing stairs/ladders	Lifting/carrying up to 25 lbs.
Walking/standing	Sitting	Pushing/pulling up to 25 lbs.
Repetitive hand/arm motion	Using computer/electronics	
Bending/twisting at waist		
Kneeling/squatting		
Reaching above shoulder		