

JOVEN, INC. POSITION ANNOUNCEMENT

TITLE: After School Enrichment Teacher

REPORTS TO: After School Project Director

SUMMARY

This position is responsible for the overall after school day-to-day group activities and academic programming, discipline, direct supervision, and management of an assigned group of children as assigned by the Project Director.

DUTIES AND RESPONSIBILITIES

- Academic instruction and program enrichment including the delivery of program curriculum and homework assistance. This could include day-to-day group programming, discipline, direct supervision and management of 15 children in the after-school program
- Maintain close coordination with facility personnel for safety and benefit of children in the program
- Supervise and implement activities for assigned group of children in accordance to both age and developmentally appropriate practices
- Accurately complete all service documentation, data input, filing and other required program forms complying with the procedures and timelines of grants and programs.
- Provide a caring family-oriented environment where positive child/adult relationships are developed
- Delivering targeted academic support aligned with individual student needs, high-quality curriculum and instruction. This academic support prioritizes High-Impact Tutoring (HIT)
- Confers with Site Coordinator regarding child's behavioral or learning problems, and recommends methods of modifying inappropriate behavior and encouraging learning experiences
- Teacher must spend on-the-job time on the following physical activities: Stand; Walk; Sit; Talk/Hear; Use hands to handle or feel; Climb or balance; Stoop, kneel, crouch, or crawl; Reach with hands or arms; Taste or smell; There is a 25-pound lifting weight requirement in this position.
- Transport youth enrolled in program in JOVEN's 12-15 passenger vehicle.

EDUCATION

- The minimum amount of formal or informal education required to perform the position successfully is education or job knowledge equivalent to college or university undergraduate education. The minimum amount of relevant work experience required is at least two (2) years.

EXPERIENCE

- May need to lift up to 25 lbs. and may require frequent lifting, bending, walking, climbing stairs, reaching and pulling. Must have ability to use manual dexterity on keyboard.
- Ability to use computer programs with intermediate proficiency
- Ability to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children.
- A love for children and a strong desire to make a difference every day

HOURS/COMPENSATION

This position requires M-F, 2:30-6:00 PM availability; 17.5 hours a week; \$25.00 hourly.

Respond by submitting a cover letter and resume to: JOBS@JOVENSATX.ORG

Equal Opportunity Employer