

Higher Ground Program Teacher Job Description Form

Department: Afterschool Division

Location: On & Off Site Locations

Job title: **Teacher**

Reports to: Site Director

Pay Per Hour:

Certified Only- 6- 8+ students- \$40.....5-3 students- \$35.....2 students- \$30.....1 Lay-off

Non-Certified- 6- 8+ students- \$35.....5-3 students- \$30.....2 students- \$25.....1 Lay-off

College - 6- 8+ students- \$30.....5-2 students- \$25.....1 Lay-off

Days of Week Needed:

Monday, Tuesday, Thursday

Type of position:

Part-time Contractual
Vendor (not employee)

Time & # Hours Per Week

Will depend upon the site

General Description:

A Teacher must be certified and obtain a police clearance. Communication skills should be professional only! When dealing with students and/or other staff members. The teacher is recognized by the students as the one who will enhance their learning and insight. Therefore; the conduct of the teacher shall reflect complete leadership. Teacher should not leave the classroom at any time, unless it is an emergency. Students should never be left unattended. Your job requirements will be as such.

Work experience requirements:

- Administering Pre & Post Test, ILP Recommendations, Mid & Final Progress Reports
- Helping to secure parental signatures on ILP and Monthly Attendance Recap Forms
- Sign In & Out
- You must arrive to work at least 15 minutes prior to start time
- Take attendance
- Oversee (Sanitary procedures, Snacks, etc...)
- Report all behavioral/accidents to supervisor
- Make sure classroom is clean0.
- Maintain adequate amount of supplies (extra pencils, paper etc...)
- Review curriculum in advance
- Teach the work outlined by HG Program
- Treat every student fairly
- Not eat or drink in the classroom

Education Requirements

- High school diploma or GED
- College Degree
- Current Teacher Certification

Teacher Signature

____/____/____
Date