JOB DESCRIPTION

JOB TITLE: Summer Co-Teacher Intern (Literacy/Math/Elective)  DATE: February 7, 2017
PROGRAM / DEPT: Youth Club at St. Francis of Assisi  REPORTS TO: Program Director
DIVISION: Program Operations  CYO Programs  SUPERVISOR OR MANAGER?: Yes
STATUS: Temporary  FLSA STATUS: Non-Exempt

PROGRAM & POSITION SUMMARY

Catholic Charities St. Francis of Assisi Youth Club offers summer and after-school educational programs for third-to fifth-grade youth living in East Palo Alto. Low-cost tutoring, physical fitness, and technology and environmental education services provide a safe haven of learning and growth for more than 100 youth each year.

Summer Co-Teachers are an integral part of helping decrease the summer slide that many kids experience during summer months. The role of the summer co-teacher is to plan, lead and execute classroom curriculum to support our literacy and math initiatives for rising 3rd to 5th graders and an afternoon elective activity. This plan should be group orientated, and include initiatives to encourage their continued learning of math and literacy. There is a week planning period from June 19-June 23, and the six week summer program runs from Monday–Friday from 8-5 p.m. between June 26-August 4th. There is End of summer family BBQ that all summer staff is expected to attend on August 5th from 9-6 p.m. In addition to classroom work, teachers are expected to help perform pre and post-test surveys in both math and literacy to the student to track the outcomes of our summer work and provide general program supervision the weeks of August 7-18th, 2017.

ESSENTIAL DUTIES & RESPONSIBILITIES

COORDINATION

• Instruct students daily in individualized and group work setting.
• Manage daily classroom activities that involve group and individualized planning.
• Supervise and direct volunteers, adult and high school students.
• Supervise and support daily afternoon elective activities.
• Plan and execute pre and post assessments to the students in order to check for progress. Maintain and inventory classroom space and materials.
• Communicate regularly with the program director and program coordinator, regarding behavioral issues and student progress and needs.
• Mediate conflicts between children, focusing on “accountable talk”
• Attends training, as directed
ADMINISTRATION

- Develop comprehensive lesson plans for six weeks of summer program, with activity details and time for both literacy and math and an afternoon elective activity.
- Record daily student attendance
- Record daily volunteer participation
- Assess students with pre and post assessment test for both literacy and math
- Grade and provide student feedback as needed thought the summer program
- Administer student surveys on program as requested
- Write up incident reports as needed
- Write up an assessment that offer qualitative observations about each student supported in the summer (cohort of students may vary between 20-25 per grade group).

- Attend meetings as required by program director and coordinator

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:
- College Student
- Interested in education and teaching students
- 2 years of prior tutoring experience
- Spanish Speaking, preferred

Knowledge, Skills & Abilities:
- Bilingual in Spanish, preferred.
- Knowledgeable of social issues, such as poverty, violence, racism, that impact children and families.
- Must demonstrate an understanding of child development theory and practice.
- Ability to provide for the care and safety of children without physical or verbal abuse, exploitation or prejudice.
- The ability to use database systems and processes to track data and monitor progress.
- Ability to communicate positively and actively develop ongoing interaction with parents in order to discuss daily activities.
- Present a positive view of the center/organization to the community.
- Ability to think analytically, works with complex objectives, supervise and direct others and develop and foster teamwork and cooperation.
- Excellent communication skills, both oral and written, to interact with individuals at all levels within the organization, as well as representatives of contracting agencies.
- Capacity to work under pressure and meet deadlines.
- Strong PC skills including MS Outlook, Word and Excel.
- Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in cross-cultural situations.
Clearances Required Prior to the First Day of Employment:

- Fingerprinting Clearance: **Required**
- TB Screening - Negative Tuberculosis Test: **Required**
- First Aid Certificate: **Required**

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Frequent bending, standing, stooping, kneeling, reaching, twisting, and walking.
- Frequent repetitive motions: Making substantial movements (motions) of the wrists, hands, and/or fingers.
- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and extensive reading.
- Driving is not required for this position.

If driving a car is required for the position, incumbent must have a valid California driver's license and be able to provide proof of DMV record and personal insurance (if required.)

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposure to children ages 0 months to 14 years.
- Exposure to outside weather conditions.
- Noise level in work environment is usually moderate.
- Occasionally exposed to perfume or scents and cleaning products.

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**CATHOLIC CHARITIES IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER and is committed to providing equal employment without regard to race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, legal domicile status, veteran status, disability or AIDS/HIV status or any other characteristic protected under federal or state law.**

**Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.**