

Academic Enrichment Program (AEP) Classroom Leader Job Description

POSITION TITLE: Academic Enrichment Program Classroom Leader
REPORTS TO: Director of Education

Purpose of Position:

The purpose of the position of Classroom Leader is to provide learning opportunities for AEP students in a structured way by managing individual classrooms of students.

Time Required:

Part-time, hourly position, Monday through Friday. Beginning rate is \$12 per hour with annual step-ups for those who work two out of three semesters per year or return for summers.

Job Responsibilities:

1. Learn and align with PSM's core message, values, and annual action plan, allowing these essentials to inform all communications activities
2. Submit to Director of Education's methods, processes, and tools for accomplishing PSM's goals for Lifetime Learning
3. Provide a Christian example to the students and staff
4. Management and supervision of the classroom
5. Administer provided curriculum based on the child's needs
6. Assist students with homework or academic enrichment
7. Support and manage volunteers in the classroom
8. Collaborate with the Director of Education regarding discipline of the students
9. Effective and regular communication with the Director of Education, including attendance at a weekly staff meeting and weekly written updates
10. Assist with student pick-up and delivery home by walking or assisting van drivers
11. Various other designated responsibilities that pertain to the particular age group
12. Responsible for daily upkeep of program area

Job Requirements:

1. Age
 - 18 or over
2. Level of Education
 - One year of college preferred
3. Work Experience
 - Minimum of two years related experience
4. Personal Gifts and Skills
 - A profession of faith in Jesus Christ that is demonstrated through Christian growth, Christian lifestyle, church membership, and relationships
 - An ability to communicate expectations to students and volunteers
 - An ability to cooperate with fellow employees
 - Flexibility to adapt to new situations
 - Compassion toward student needs
 - Organization and time management skills

- Understand position's support of the mission as communicated by the Director of Education and able to articulate how the Gospel is active in this particular position
 - Ability to hold in confidence information gained in the performance of duties and overheard in the operations environment
5. May require CPR certification

Working Conditions:

1. The Academic Enrichment Program Classroom Leader hours are either 3pm-6:15pm or 4-6:15pm each school day during the school year and on Thursdays until 7pm for a weekly staff meeting. The Summer Bridge Camp Classroom Leader hours are 8 weeks of 8:15am-3:30pm Mon-Fri and on Thursdays until 4pm for a weekly staff meeting.
2. Weekend and before/after hour duties may be required during high service times.
3. Continuing employment from semester to semester (spring, summer, fall) will be reevaluated prior to end of each term.

Performance Criteria:

The Director of Education, based on this job description, will complete formal and informal reviews and observations of the Classroom Leader.

Vacation/Benefits:

Health insurance, a retirement savings match, and paid vacation time for full-time employees alone is provided and paid for by PSM.

Additional:

- Parker Street Ministries offers equal employment opportunities to all employees and all who apply for employment. There will be no regard to race, color, sex, national origin, age, disability or genetics in any decisions concerning conditions of employment. Parker Street Ministries complies with applicable state and local laws concerning discrimination in the workplace.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- Individuals who cannot perform some of the requirement because they pose health or safety risks to themselves or other employees may be excluded from this position.
- This is a drug free workplace and all staff are subject to drug testing.
- Successful applicants must also pass background checks.
- This document does not create an employment contract, implied or otherwise, other than describing an "at will" employment relationship.

Next Steps:

Please contact Administrative Assistant Katie Anderson at katie@psmlakeland.org for an application.