



Mission Learning Center

Job Description: Instructor

The Instructor is responsible for designing and implementing after-school literacy instruction for elementary school-age children. The Instructor reports to the Site Coordinator and is required to fulfill responsibilities in accordance with the Center's educational philosophy.

Duties and Responsibilities

- Develop and implement daily lesson plans for 20 students under supervision of Site Coordinator
- Demonstrate ability in accommodating lessons to a variety of learning styles and abilities
- Create an end of year progress report for each student
- Keep accurate homework and attendance logs
- Supervise students during snack and recreation time to ensure appropriate behavior
- Participate in and coordinate a minimum of 3 field trips per school year
- Lead a daily recreation activity
- Create a safe and respectful learning environment using positive behavior management techniques
- Attend all required meetings, trainings and planning sessions
- Perform administrative and other related tasks and duties as needed
- Communicate regularly with parents regarding student progress and behavior
- Maintain confidentiality of children, families, and fellow staff members
- Develop and maintain positive relationships with school day teachers and school community

Qualifications:

- Experience teaching elementary school-age children
- Experience and/or training in effective and positive classroom management
- Ability to engage and motivate students using a variety of learning modalities
- Excellent communication skills with a high level of English proficiency
- Experience working with urban youth, knowledge of Youth Development Principles
- Knowledge of best practices in reading instruction and of the California Education Content Standards
- Must be a team player
- Fingerprint and TB clearance required prior to hire
- Familiarity with literacy instruction to English Language Learners preferred but not required
- Bilingual Spanish/English highly desired.

Education:

- Bachelors degree in English, Education, or Child Psychology highly desired
- CBEST and/or any literacy specific certifications

Schedule:

- 25hrs/week: Mon, Wed, Fri (1:30-6:30pm), Tues (1:00-6:30) & Thurs (2:00-6:30)
- Hours are after school and throughout the school year only, as outlined in the letter of hire.
- Instructors receive 1.5 hrs per week for planning.

Salary Range: \$15.00- 17/hour depending on qualifications (Fixed term non-exempt)

Email resume and cover letter to sarath@mlcsf.org