



Family Literacy Children's Instructor Job Description

QUALIFICATIONS

- Experience or studying teaching in an early childhood education environment
- Ability to work with diverse populations and multi-level classes
- Bachelor's Degree or in the process of obtaining one
- Computer literate

DUTIES AND RESPONSIBILITIES:

- Create a safe and nurturing environment in the early childhood classroom
- Engage students in stimulating and educational activities
- Promote emotional and social development while engaging various learning styles
- Perform record-keeping and reporting responsibilities
- Work with the director and other instructors on continuous program improvement
- Maintain cooperative relationships and open communication with all staff and students
- Assist children with homework as needed

PROFESSIONAL DEVELOPMENT:

- Attend monthly staff meetings
- Participate in yearly formal observations
- Complete an annual self-evaluation and develop an annual individual professional development plan

TERMS OF EMPLOYMENT

- Must be able to work Monday and Wednesday evenings, 5:30-8:30pm, September 13, 2017- December 18, 2017. No work on school holidays. Total time commitment per week with teaching, set up, preparation and planning is 7 hours.
- Compensation is \$15.50-\$19.00 per hour, depending on experience.