



Job Description

Job Title:	Lead Teacher – After School Program - Middle School Monday Through Thursdays 2:30 pm to 6:00 pm.
Reports to:	Director of Education
Location:	ACLAMO Norristown
Position Type:	Temp hourly employee
Essential Function	
<p>The lead teacher will instruct/supervise a class of middle school students in ACLAMO’s after school program. The ideal candidate will have a background in the field of education and be highly organized, flexible and patient with students. The lead teacher will be responsible for the following essential functions:</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Plan long-term curriculum and daily lesson plans to achieve goals and objectives in literacy/math/science • Lead engaging and practical activities • Create and acquire engaging, relevant and authentic materials • Conduct internet research to gather supplementary materials • Monitor student work and administer assessments • Develop an effective means of assessing, compiling and organizing student work • Review data from assessments to ensure that lessons address student needs and the goals and objectives of lessons • Supervise students during class time, entrance and dismissal, enforcing administration policies and rules • Coordinate tasks with volunteer tutors and/or teacher’s assistants • Participate in all ACLAMO staff meetings or trainings • Maintain the cleanliness of the classroom which will include vacuuming, dusting, picking up materials or supplies, wiping down surfaces and arranging desks and chairs • Other duties as assigned <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • A Bachelor degree from an accredited college or university in education, or any related field OR an associate degree with two years of experience working with middle school students <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> • Able to prioritize and manage multiple projects simultaneously and follow through in a timely manner • Proficient in microsoft word, outlook, excel, and power point. 	

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512 West Marshall Street | Norristown, PA 19401 | (P) 610-277-2570 | (F) 610-277-6434
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- Work with a variety of data management using standardized methods and job-related equipment including ability to enter and track client's data.
- Comfortable working both independently and as part of a team
- Excellent written and verbal communication and interpersonal skills.
- Strong communicator, both written and verbal.
- Must be detail oriented and possess strong organizational skills
- Believe in the academic potential and human growth of all students
- Be a passionate supporter of ACLAMO's mission, vision and programs

Special Notes:

- Must have and maintain a valid drivers' license, automobile insurance and daily access to an automobile and cell phone
- This position requires Saturdays and some nights and/or weekends.
- This position requires visual and auditory acuity and the physical ability to climb stairs, stand for long periods of time, walk distances, and lift or carry up to 20 pounds.
- Must obtain the following three clearances:
 - Pennsylvania Child Abuse History Clearance;
 - Pennsylvania State Police Criminal Record Check; and
 - Federal Bureau of Investigation Criminal Background Check.

Approved By:	Nelly Jiménez-Arévalo Executive Director & CEO	Date:	February 3, 2019
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