

Title

School Age Summer Teacher
Updated: 4/2/18

Job Overview

The Summer Academic Enrichment Program is an 8 week, all day supplemental education program for elementary school-age children. The teacher is responsible for instructing a class of 10-12 children, implementing and carrying out the program curriculum, while helping to ensure the program runs smoothly on a day-to-day basis

Essential Duties and Responsibilities

- Supervises and work directly with children and implement child-centered curriculum and project based activities
- Be consistent with the goals and the philosophy of the program
- Maintain visual and auditory supervision of children at all times to ensure their safety in the classroom, on the playground, and on field trips
- Interact with children in a positive, supportive, respectful and open-minded manner
- Ensure that environment is safe, clean, clutter-free, visually aesthetic, and functional
- Maintain on-going communication with parents and guardians of children in your classroom and Family Connections staff
- Maintain safety and program expectations/ policies, following all protocols in compliance for childcare licensing
- Be responsible of assigned documentation needs including children's forms, progress and incident reports, participant surveys, attendance sheets, etc.
- Attend staff meetings, case consultation meetings with the mental health consultant, and program related meetings, trainings and workshops, as needed.
- Supervise youth intern workers and volunteers, encouraging active and appropriate interactions with children.

Qualifications

- 12 Early Childhood Education (ECE) units or equivalent experience with school-age children
- At least 2 years of experience in teaching
- Stellar communication and interpersonal skills including experience working in diverse communities of staff and participants
- Strong knowledge of child development
- Knowledge of classroom management
- Ability to assess for child abuse, neglect and unsafe situations
- Team player
- Bilingual preferred: Spanish/English or Cantonese/English



Agency Overview

Family Connections is a thriving multicultural Family Resource Center with locations in the Portola and Excelsior neighborhoods of San Francisco. We are here to help develop strong, healthy families and to build our Portola and Excelsior communities. For 24 years, Family Connections has provided opportunities for families of different backgrounds to work together cooperatively, sharing cultures, values, knowledge, and resources. We help families grow. Please visit us on the web at www.portolafc.org.

Physical Requirements

- Involves walking, stooping, bending, kneeling, reaching and interacting with children
- Occasional walking required when leading children from Family Connections Center to trips to community parks and other field trips.
- Involves setting up a classroom, including moving, pushing, pulling, lifting, manipulating, and dragging objects up to 25 lbs. May rarely be required to pick up child in emergency situation.

Compensation and Application Process

- Competitive depending on experience (Range \$18.00 to \$20.00 per hour)
- Part-time, nonexempt position
- To apply, email your cover letter (required) and resume to: jobs@portolafc.org. Please, absolutely no inquiring phone calls!

Family Connections is an Equal Opportunity Employer.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.