



One Annapolis 21st Century Community Learning Center (21st CCLC) Job Description

Job Title	Lead Teacher
Job Type	Part Time
Pay	\$30 / hour

Position Summary

The Lead Teacher for the One Annapolis 21st Century Community Learning Center (21st CCLC) program will provide both individualized and group instruction to selected student participants. The teacher will collaborate closely with program staff to plan and implement all components of the afterschool program. This role involves monitoring student progress, tailoring curriculum to meet student needs, and managing benchmark and progress monitoring data that adheres to our evaluation plan.

Essential Duties & Responsibilities

Instruction and Curriculum Implementation:

- Deliver individualized and group instruction to student participants based on identified academic needs.
- Collaborate with program staff to plan and implement a comprehensive after school program.
- Adapt and modify curriculum to address the unique needs of each student and ensure alignment with program goals.

Student Monitoring and Assessment:

- Monitor student progress through regular assessments and observations.
- Utilize benchmark and progress monitoring data to evaluate student learning and adjust instructional strategies accordingly.
- Maintain accurate and up-to-date records of student performance and progress.

Communication and Reporting:

- Report benchmark and progress monitoring data to program staff, including the steering committee, ensuring transparency and collaborative decision-making.
- Participate in meetings as required to discuss student progress and program outcomes.

Collaboration and Program Support:

- Work closely with other program staff to coordinate instructional activities and share best practices.
- Participate in professional development opportunities to enhance teaching skills and stay updated on best practices in education.
- Support the overall mission of the 21st CCLC program by contributing to a positive and inclusive learning environment.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made on request to enable individuals with disabilities to perform the essential functions.

Education

- Bachelor's degree in education, social work, community development, or a related field required.
- MD Certified Educators strongly preferred

Experience

- At least two years of experience working with children in an educational setting.
- Familiarity with education systems and resources, including knowledge of relevant policies, regulations, and support services.

Knowledge, Skills, and Abilities

- Demonstrated knowledge of academic curriculum and curriculum building.
- Ability to nurture children, plan and implement age-appropriate activities.
- Ability to learn, follow and alter (if appropriate) recurrent work routines and schedules.
- Ability to take initiative.
- Ability to take direction and work cooperatively with others.
- Ability to supervise a group of children while attending to the immediate needs of one child.

Physical Requirements

- Must be able to lift up to at least 35 pounds
- Ability to communicate effectively (verbal and written)
- Interpret policy, procedures and data