

## **Summer Academy Educator Position Description**

**Time Frame:** June 5 – 30 2017 Mondays-Thursdays only Approximately 8:00 A.M.-2:30 P.M.

**Description of the Program:** LaAmistad Animate is an academic program for rising 2<sup>nd</sup>-5<sup>th</sup> grade Latino elementary students. Educators at LaAmistad Animate Academy will lead instruction of academic material presented at the program and will assist students with art and recreation activities.

### ***Duties and Responsibilities***

#### **Program Delivery**

- Guide and instruct students through a series of academic lessons each day to continue to strengthen students' academic skills while maintaining an orderly classroom
- Instill positive life, study, and social skills in the students
- Monitor and assist with art and recreational activities
- Accompany and monitor students at lunch
- Greets and welcomes students in a warm and friendly manner
- Ensures Counselors initiate, develop and maintain positive relationships with students
- Resolves students conflicts in a swift and professional manner
- Ensure Counselors support the daily activities and are participating appropriately
- Ensures safety of students in the daily program
- Complies with all facility safety rules
- Reports accidents and injuries to supervisor as soon as possible
- Immediately report suspicious or inappropriate behaviors or abuse relating to youth
- Conduct surveys at the end of the program
- Receive students from bus daily if requested
- Act as a liaison between students and families

#### **Communications**

- Promote LaAmistad Summer Academy, its programs and goals, to community groups and organizations
- Give a feedback of the overall performance of the program

#### **Qualifications**

- Bachelor's degree (master's degree preferred) in sociology, social sciences, education, or a related field
- Experience in working with students, preferred
- The ability to communicate with and supervise students
- Commitment to program's goals and mission
- Ability to develop and implement strategies with minimal supervision
- Ability to work independently and as part of a team
- Ability to use computers, including proficiency working with Microsoft Office products
- Excellent organizational skills and the ability to handle multiple demands
- Experience working with people of diverse backgrounds, including students, and people of diverse cultures
- The ability to work cooperatively with different types of personalities

#### **Benefits**

- Lunch provided
- No program on Fridays

For consideration, please e-mail cover letter, resume and three references to Cat McAfee, Executive Director at [cmcafee@laamistadinc.org](mailto:cmcafee@laamistadinc.org). No phone calls please. Subject Line should state Summer Academy Educator.