

Work-Study Off-Campus Job Description

1. Job Title: Enrichment Teacher
2. Pay Range: \$ 21 . 00 to \$ 23 . 00
3. Start Date: 9 / 11 / 2023
4. Quarter(s) Needed: Fall, Winter and Spring
5. Hiring Department: Human Resources
6. Contact: Alli Williams
7. Preferred Method of Contact: alli.williams@launchlearning.org
8. Number of open Positions: 15
9. Hours needed: Monday through Friday, 1 PM to 6 PM (flexible on which days)
10. Job Duties: Create weekly lesson plans that align with Expanded Learning Opportunities best practices. Supervise and manage groups of children. Attend scheduled staff meetings. Maintain safety of children. Maintain organization and cleanliness of site. Prepare and serve snacks to the children. Engage children in enrichment activities. Provide homework support. Build strong and nurturing relationship with children and families. Positive communication with parents, staff, supervisor, school, etc. Enforce all general safety rules of center. Assist in positive behavior management technique's when required. Obtain required training and on-going professional development.
11. Minimum Qualifications: Must be a minimum of 18 years of age. A minimum of 1 year education beyond high school required. An AA in education or related field is preferred. A minimum of 2 years of experience working with children required. A minimum of one year experience working with school-age with demonstrated knowledge and competence in behavior management skills and activity planning/coordinating. Demonstrated ability to manage confidential information appropriately. Proven ability to communicate with children and adults in a positive and proactive manner. Ability to create versatile and varied age appropriate activities for children of different ages and developmental stages. A demonstrated ability to work effectively both independently and as a team member.

Student Financial Aid & Veterans Affairs
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