

Company/Organization:

The Academy of Alameda Middle School, Alameda CA

Position Title:

After School Instructor

Job Type:

After School, part time

Closing Date:

August 19, 2016

SCHOOL OVERVIEW:

The Academy of Alameda is a charter middle school formed as the result of a vision shared by parents, educators, and community members of Alameda who believe that a world-class education should be available to all students, and that all students are capable of academic excellence and full participation in their community and beyond regardless of race, economic status, or gender.

JOB DESCRIPTION:

The Academy is seeking a Part-Time highly qualified energetic After School Instructor that will keep students engaged. Under the direction of the Program Coordinator, the After School Instructor would lead a class of 15-20 students in academic and enrichment activities during an on-site after school program; align their own curriculum with the School's curriculum to support students during homework time, and develop dynamically engaging enrichment curriculum in one or several areas of student interest.

EXPECTATIONS:

Ability to work both independently and as a team member in a culture rich community

Strong interpersonal skills including oral and written communication

Ability to use discretion and confidentiality as required

Be organized, detail oriented and able to multi-task

Liaise and maintain a harmonious working relationships with parents, students, school staff, volunteers and community members/organizations

Be dependable, consistent, and responsible

Be a self-starter and be able to work with minimal supervision

Problem solve situations quickly and effectively

Be able to share space respectfully and effectively

Be flexible and able to fulfill tasks outside your regular duties when called necessary

You must meet all of the following prior to applying for this job.

EDUCATION/EXPERIENCE REQUIREMENTS:

At least one of the following: AA, BA, Child Development Certificate, Transcripts

Showing 48 Units of Higher Education, or passing of the County Para Professional Exam (issued at Alameda County Office of Education)

Classroom Experience and Strong Classroom Management preferred

Full commitment to program hours: 2:30pm-6:00pm Monday, Tuesday, Thursday, and Friday and 1:30pm-6:00pm Wednesday
Expertise in enrichment areas a plus (music, dance, sports, martial arts, etc.)

APPLICATION MUST INCLUDE:

Resume and Cover Letter
2 Recent Professional Letters of Recommendation
Current T.B. Test Proof or ability to provide upon hiring

COMMITMENT AND COMPENSATION:

\$14.00 - \$16.00 / hour, depending on experience
18 hours a week from Mid August Through Mid June with Summer opportunities
All holidays observed by the school are respected
Live Scan (fingerprinting) required upon hiring

Contact Information
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