

Company/Organization:

ICES Education

Location:

San Diego, CA

Start Date:

Immediately

Company:

ICES Education - Please visit our website at www.iceseducation.org

Closing Date:

September 30, 2017

Position Title:

Program Leader

Position:

Program Leader (San Diego Area)

Must be VOCAL and able to interact with children of all ages and backgrounds

Commit to a 1 year program by being punctual every day and completing time cards

MANDATORY TO BE AVAILABLE TO WORK Monday through Friday (each site has specific schedules)

Reports to Site Director & Program Coordinator

Supervises Others, No

Role:

Program Leaders work directly with an assigned class of approximately 20 students at a school site

Program Leaders act as a positive adult role model, coach and mentor to the program students

Program Leaders must have a genuine interest in the growth, development, and provision of a safe, fun and nurturing environment for the students they teach. A Program Leader's ability to establish authority through leadership, communication and most importantly patience will be required in giving our students the stability and nurturing atmosphere they need to succeed.

Responsibilities:

Develop engaging lesson plans -Provide homework assistance, academic enrichment and physical activity -Create an inviting environment that fosters a sense of belonging -Support students in making positive behavioral choices -Identify student needs and communicate to Site Director, School Authority and parents -Ensure student safety by assisting in set up, break down and ongoing site maintenance in an effort to keep the school or community clean and orderly for the students -Perform other duties as assigned

Minimum Qualifications:

High School Diploma or G.E.D. Required

Must have a minimum of 48 core College/University Units (Child Development units PREFERRED) and/or by passing an Instructional Aide Test. Ideal focus: education, social or human services, child development, social work, recreation or related field

Minimum six months experience working with a group of 10 or more students in a classroom, After-school, or recreational environment

Ability to speak and write Standard English appropriate for a public school setting

CPR/First Aid/AED

Must pass TB test

Must pass Live Scan (criminal background check via fingerprinting)

Advanced Math and English skills (K - 8)

Preferably support our English-learner population by being bi-lingual (Spanish preferred)

Excellent communication skills (Written and Verbal)

Must have reliable transportation

Must have experience working with special education

Computer and Equipment Skills:

Microsoft Word, Outlook and Excel

Operate a scanner, fax machine, copier (standard office equipment)

Read, reply and write proper emails

Open PDF documents, print and navigate internet browsers