2020 ACCESS Summer Enrichment Program Classroom Teacher Job Description

Employee’s Position at ACCESS: Summer Enrichment Program Classroom Teacher
Effective Date: June 25 – August 21, 2020, not including mandatory training*
Days/Hours: Dependent on Team placement
Wage: $14 - $18 per hour, dependent on credentials and experience
Employee Category: Part-Time, Temporary Teaching Staff
*Actual dates subject to change.

MISSION:
ACCESS seeks to empower Chinese immigrant families with a holistic Christian approach. The Summer Enrichment Program (SEP) is committed to helping ACCESS accomplish its mission by providing holistic care for each student during the summer months.

POSITION OBJECTIVES:
The SEP Teacher helps each child see how God sees them, helps each child become the person He has created each of them to be, and provides holistic care for each child. Christ is brought into the classroom, where children are held accountable for their actions, grace and forgiveness is practiced, and appropriate consequences allow each to take responsibility for their actions and provide opportunities for relationships to be restored.

ROLES & RESPONSIBILITIES:
Classroom:
1. Interacts appropriately with children at all times in a warm, nurturing and emotionally mature manner.
2. Writes and implements age-appropriate academic/enrichment/Bible activities.
3. Brings Christ into the classroom in behavior, conduct, story, activity, and/or prayer.
4. Actively engages students in respectful, inclusive, and healthy play.
5. Provides careful and concentrated supervision in play areas to ensure children’s safety and learning.
6. Enforces our program policies in the classroom and by working with the parents.

Administrative
7. Sets-up and cleans-up own classroom and site facilities; assists in maintaining facility space to be clean, safe, and thematically appropriate.
8. Keep observations or records of students and meets with parents if necessary.
9. Respects and protects the confidentiality of records and information regarding students and families.

Community
10. Fosters and maintains cooperative relationships with all staff members and volunteers.
11. Performs other duties as assigned by the Director of Children and Families or the Executive Director.
REQUIRED SKILLS, CREDENTIALS, & EXPERIENCE:
- Meets and maintains at least the minimum licensing requirements set by the Mass. Department of Early Education and Care (EEC).
- Pass a criminal background check (CORI/SORI) on an annual basis.
- Maintains or obtain current certification of Pediatric CPR and First Aid.
- Possesses strong communication and teaching skills.
- Demonstrates enthusiasm and interest in working with school-aged children (ages 5-12).
- Able to plan and implement activities appropriate to age group and program goals.
- Having at least 6 months experience working with elementary-aged children.

PREFERRED SKILLS, CREDENTIALS, & EXPERIENCE:
- Having achieved a Bachelor degree in elementary education, or another child-development related field.
- Demonstrate mature Christian faith by agreement with the Apostles Creed, and by displaying the life of a Christian leader as described in 1 Timothy 3: 1-10.

CRITICAL QUALITIES:
- Possess passion for ACCESS’ mission and principles.

APPLICATION INSTRUCTIONS:
If interested, please follow the steps below to apply:
2. Email your most updated resume to the Director of Children and Families, at ep@chinatownaccess.org.
3. Complete and return the necessary documents that the Director will email to you once your resume is received.
4. Schedule an in-person interview.

From there, the Director will contact you about whether you will be offered a position. You will have 7 days upon receipt of the offer email to accept or decline the position.

Please note: While we are looking to hire teachers who identify as Christian, it is not a requirement. We ask that all teachers are open to Christianity and are passionate about ACCESS’ mission.

For more information, please visit our website at www.chinatownaccess.org.
AVAILABLE ROLES

Please note: Teachers will be offered 1 Team and 1 Grade Group for the duration of the Program.

ACADEMIC & ENRICHMENT TEAM (4 Teachers Needed):
Monday-Wednesday: 9:00am-5:30pm (+15 minutes before and after for setup and cleanup; + 30 additional minutes per lesson prep; additional hours for mandatory training, staff meetings, and supervisions; 30 minute unpaid lunch break).

- Grades Kindergarten (K2) – 2nd: Positions Available
- Grades 3rd-5th: 2 Positions Available

This team is responsible for planning and implementing Academic lessons in the mornings and Enrichment activities in the afternoons, as well as Recess and Snack supervision. Teachers will be expected to ensure completion of any summer homework assigned by students’ schools. There will also be visits to the Boston Public Libraries, both South End and Chinatown locations). There will also be a few special presenters who will come to ACCESS, which will replace either some Academic lessons or Enrichment activities.

FIELD TRIP AND BIBLE FUN & FITNESS TEAM (4 Teachers Needed):
Thursday: 9:00am-5:30pm (+15 minutes before and after for setup and cleanup; +1 hour additional field trip and supplemental activities prep). Expected to be actively involved.

- Grades Kindergarten (K2) – 2nd: 2 Positions Available
- Grades 3rd-5th: 2 Positions Available

This team is responsible for planning and leading students and chaperones to, through, and from the Field Trip sites. All Field Trips will be decided before program start; Teachers are responsible for knowing how to get and from the site as safely as possible. Teachers may also need to prepare how students will go through the sites, such as planning a “route” in the Museum of Science. Teachers will be paired for each grade group. Teachers will be expected to ensure completion of any summer homework assigned by students’ schools.

Friday: 9:00am-5:30pm (+15 minutes before and after for setup and cleanup; +1 hour additional lesson prep; 30 minutes unpaid lunch break). Expected to be in pool with kids and to be physically active during gym.

- Grades Kindergarten (K2) – 2nd: 2 Positions Available
- Grades 3rd-5th: 2 Positions Available

This team is responsible for planning and implementing 2-3 lessons and activities based on the Bible curriculum, which will be chosen before program start. Teachers will also lead students to and from the Gym and Swim locations. Teachers are expected to be actively and physically involved during both Gym and Swim sessions. Teachers will be expected to supervise Recess and Snack. Teachers will be expected to ensure completion of any summer homework assigned by students’ schools.