

JOB DESCRIPTION

PDY/PAY Afterschool

Lead Teachers have the primary responsibility to reinforce the content that is being taught within the local Lee County School System. Your job is to also provide additional resources, academic activities, study time and personal development for students to successfully demonstrate and master their assignments.

Duties & Responsibilities

- Create daily lesson plans to be submitted at the beginning of each week
- Teach your plans individually to students or in small groups
- Track student academic progress
- Communicate and build professional relationships with parents and teachers
- Find, create and expose students to additional resources that will assist with tests, quizzes, homework and tutorials
- Work with school day teachers to prepare students for benchmarks, standardized tests, EOC's, EOG's, etc.
- Manage and oversee your classroom staff and assign detailed responsibilities on a weekly basis
- Maintain a schedule for what your students will be focusing on each week
- Clean, sanitize and disinfect all used areas and equipment at the facility
- Perform other duties as assigned by Program Administration

Additional Qualifications

Below are skills needed to ensure you are adequately preparing your students to accomplish the goals of the PDY/PAY Afterschool Program:

- Communication Skills: you must be able to speak clearly to students, other teachers, parents and administrative staff
- Instructional Skills: you will have to explain new ideas and unfamiliar concepts with authority and in a clear and concise way so that students can understand. Working hard to keep the students' attention.
- Writing Skills: teachers write progress reports, notes home and give the students feedback on their assignments. Writing skills are critical.
- Patience: the students will have different backgrounds and abilities. Patience will help you deal with students who act out or have trouble following the material.
- Creativity: teachers must find ways to involve students into their lesson. Additionally, teachers have to work with different learning styles to maximize students' full potential
- People Skills: Engaging parents and creating healthy relationships with students and faculty will help create a quality learning environment.