

Plainfield Community Outreach Job Description

JOB TITLE Teacher	EMPLOYMENT STATUS Non-Exempt	DEPARTMENT Administration
LOCATION 600 Cleveland Avenue	POSITION STATUS Part Time	DATE WRITTEN August 14, 2008 Revised 3/25/13
REPORTS TO: SUPERVISES: Lead Teacher & Project Director		
SALARY RANGE: TCH001		SHIFT: Afternoon

Credentials and Education/Experience (established by supervisor)

- BA in Education or alternate route certificate
- NJ Teaching Certification K-5/K-8, with a standard license
- Three - Five years experience working with youth

Knowledge, Skills, and Abilities (established by supervisor)

- Ability to express oneself, both in writing and verbally, in a comprehensive manner, using the English language.
- Ability to prepare outlines of instructional programming and studies
- Ability to lead, teach and instruct various activities to students as needed
- Good planning and organizational skills
- Ability to establish priorities, work independently, and proceed with objectives
- Ability to handle and resolve recurring problems.
- Ability to multi-task Ability to climb stairs, run, and jump if needed
- Must have reliable transportation
- Ownership of good classroom management strategies for k-8

Job Summary/General Description: Teaches language arts, math and science to elementary school children. Takes daily attendance, uses PCO methodology & curriculum daily and keeps inventory of curriculum supplies up to date, supervises students daily, creates safe learning environment, prepares and writes student progress reports, communicates progress to parents, and makes calls to parents as needed.

Duties and Responsibilities

1. Take student attendance and give attendance to Site Coordinator daily
2. Produce weekly lesson plans that correlate with the NJ Core Curriculum Content Standards
3. Implement effective teaching methodologies with PCO curriculum in Math, Science, Health, Nutrition or Language Arts.
4. Perform student assessments and produce progress reports
5. Provide coverage as needed for other classes
6. Maintain adequate supplies and teaching materials
7. Utilize teaching assistants or aides efficiently
8. Participate in student achievement and attendance incentives
9. Maintain the highest professional standards as representatives of our company
10. Promote program changes and initiatives throughout the school year
11. Maintain a professional and safe environment for student learning
12. Write behavior incident reports as they occur as well as counsel students when situations arise following proper company protocol
13. Communicate to parents regarding behavior, attendance, events, adult education opportunities at PCO, etc.
14. Communicate with the Lead Teacher about specific curriculum needs and additional resources
15. Attend monthly staff meetings and professional development*
16. Keep records of all necessary paperwork filed in an organized fashion
17. Performs all other duties as assigned.

Special Requirements (established by supervisor) Willing to work overtime, holidays, and weekends as requested by Program Manager or Project Director

* Professional development is mandatory and may require attendance during the school day (Pending Principal approval)