

# **OUTREACH COMMUNITY MINISTRIES, INC.**

## **Division: Outreach Community Center in Carol Stream**

### **I. TITLE OF POSITION: JNS Teacher**

### **II. SUPERVISORY CONTROL**

The JNS Classroom Teacher will report directly to the JNS Program Director.  
The JNS Teacher will provide supervision for any aide or volunteer in his/her classroom.

### **III. GENERAL DESCRIPTION OF DUTIES**

The JNS Classroom Teacher is responsible for the day-to-day supervision and education of up to 18 elementary age children in the afternoon school sessions of JNS. The Classroom Teacher will provide for the safety and care of the children while they are attending the program, will plan and teach a comprehensive educational curriculum appropriate to the needs of the students and the goals of the program. The Classroom Teacher along side the Program Director will facilitate communication with the students' public school teachers and with their parents

### **IV. SPECIFIC DESCRIPTION OF RESPONSIBILITIES**

#### **A. Classroom Supervision**

1. Be on site in the classroom at all times when the program is in session unless specific plans for alternative coverage are approved by the JNS Program director.
2. Maintain an orderly and safe classroom environment at all times.
3. Maintain an attendance record that is turned in to the Program Director at the end of each month. Report any attendance irregularities to the Program Director.
4. Supervise the students during their arrivals and departures from the classroom, as well as any transitions to gym class or special activities.
5. Be aware of any health or safety issues that affect any student and report concerns as appropriate.

#### **B. Educational Curriculum**

1. Maintain a "student friendly" classroom that invites discussion, research or a learning activity leading to an enriched life experience.

2. Teach a classroom of up to 18 elementary students in the daily, after-school program. Curriculum activities will include homework completion, academic enrichment and skill building, and life skills.
3. Develop and enforce standards for behavior management. Communicate behavioral problems to the parents with each occurrence.
4. Initiate and maintain ongoing contact with parents of all participating youth.
5. Develop a relationship with each child's tutor and provide information for them as needed.
6. Work with the JNS Director and OCC caseworks and therapist to refer youth who could benefit from additional services at the agency.
7. Maintain ongoing contact with parents of the students, working together to address educational needs, areas of concern, as well as areas of growth and positive outcomes.

C. Christian Education Curriculum

1. Practice Christian principles daily with students, staff and parents.
2. Work with the JNS Director and other JNS staff to teach Christian Education formally once a week and to incorporate Christian principles in other classroom learning activities.

D. General Organizational Management

1. Attend Educational Team meetings and JNS staff meetings as scheduled.
2. Participate in OCM functions as needed including All Staff Meetings, All Staff events, OCC fund-raising and community events.
3. Participate in the planning and improvement process at the agency, contributing suggestions that will help to improve the effectiveness of the JNS program and the agency as a whole.
4. All other duties as assigned.

V. QUALIFICATIONS

Bachelor's degree in education, youth ministry or a related field; previous classroom teaching or group experience with adolescents; sensitivity to the needs of students from low-income, high-risk families and culturally diverse background. A current, valid driver's license is required along with a good driving record. A Commitment to Outreach Community Ministries' Statement of Mission and Faith is required.

VI. STATUS, SALALRY SCALE AND BENEFITS

This is a part-time position. Hours generally fall between 2:30 and 6:30pm Monday through Friday.

Salary fro this position falls between \$13.50 and \$15.50 per hour based on education, skills and experience.