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| **[PROGRAM NAME] TEACHER****[Site Location]**Stipend Rate: $ \_\_\_\_\_ |
| Overview: Deliver academic instruction, with set grade-specific academic standards in place, to incoming [input grades] students in partnership with a non-profit partner (*if applicable*). Work closely with organization to:* [insert program goals]
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| Site Overview: Input site specific overview. |
| Duties:*If applicable: Pre-Summer Workshops and Planning* * Attend required workshops to prepare for summer programming:
	+ DATE, Workshop Title, Location and Time
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* Participate in separate pre-summer, on-site planning - to be scheduled by the non-profit partner.
* Develop lesson plans, based on grade-specific academic standards, for instruction.
* Prepare classroom space to be conducive to student learning (i.e. ensuring students are in a quiet space with minimal distractions, ensuring bathrooms are in close proximity, etc.).

*Instruction and Classroom Management* * Deliver intentional academic instruction to [input grade] students with focus on [insert subjects, *if applicable*].
* Work with paraprofessionals/non-profit staff for classroom management during instruction.
* Enforce student discipline code.

*Collaboration and Evaluation** Work with academic and enrichment staff to bridge academic block with rest of program day.
* Connect with program leadership to ensure learning goals are on track to be met. Participate in organized staff meetings.
* Assist lead teacher with completing progress report on each student toward end of summer.
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| Schedule: ***Pre-Summer:*** Required workshops, on-site planning, curricula planning ***During Summer:*** [Input teacher schedule. Include: Dates, days of week and times (e.g. 8:30am-1:30pm, etc.)] |
| HR & Payment: Position reports to [title/name]. Payment will come from [organization]. |
| Qualifications: * Certified teacher.
* At least 1 year of formal teaching experience.
* *If applicable:* Willing to explore student learning in a non-traditional setting.
* Willing to work in close collaboration with a non-profit with shared goals in a student-centered, school-aligned, results-focused initiative.
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| For questions regarding the job description, please contact [insert name; contact info]. |