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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] |
| 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   + DATE, Workshop Title, Location and Time * 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. |
| 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. |
| For questions regarding the job description, please contact [insert name; contact info]. |