



**BROOKLAND-LAKEVIEW**  
**EMPOWERMENT CENTER**

*Empowerment is the key.*

**Brookland-Lakeview 21<sup>st</sup> Century COLA Program**  
**21<sup>st</sup> Century Community Learning Center (CCLC)**

**Lead Certified Teacher (Part-Time)**

**Position Type: Certified**

**Salary: \$25.50 an hour**

**General Description of the Position:**

Under the supervision of the project director, provide and assist in the delivery of excellent education to middle school-aged students in the Brookland-Lakeview 21st Century COLA Program (Afterschool Program and Summer Camp). The programs offer homework assistance, tutoring, academic enrichment activities, and classes/workshops to parents. Aid in the supervision of staff and volunteers of the program.

**Specific Duties and Responsibilities:**

- Provide instruction and adhere to a curriculum that is structured by grade level. Emphasis will be placed on math, reading, English, language arts, and character building.
- Prepares for classes assigned and shows evidence of preparation, instruction, and assessment to the project director.
- Develops and maintains, along with other staff, the physical environment of the classroom that is conducive to effective learning within the limits of resources provided.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains order within the classroom setting in accordance with the rules and policies and procedures.
- Supervises students in non-classroom time as needed (drop-offs, meals, pick-ups, field trips, student activities, fire drills, etc.).
- Attend and participate in scheduled program meetings by providing updates and feedback.
- Assist with the supervision of staff and volunteers to include adherence to policies and procedures and schedules.
- Provide support in the creation of program schedules, lessons, activities, trips, etc.
- Perform other duties as required to ensure the smooth operation of the program.

**Skills and Experience Qualifications:**

- Bachelor's degree in education or similar field with at least three years of experience working with youth and teens.
- Knowledge of the concepts, principles, and methodologies of instruction, curriculum, and lesson plans.
- Ability to develop instructional goals, design and deliver instruction, and assess students' learning.
- Experience in working with children in an afterschool program, camp, instructional, or community setting.



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- Ability to listen, communicate, make decisions, supervise, maintain interpersonal relationships, conduct conflict resolution, and create positive situations with various people.
- Ability to work collaboratively in a team.
- Ability to relate to and motivate participants, parents, and staff.
- Must enjoy working with children and having fun while promoting education.
- Demonstrated experience in using Microsoft products (Word, Excel, PowerPoint).
- First Aid and CPR certification is desired.
- Spanish speaking is a plus.

### **Work Schedule:**

Monday-Friday, 1:30 pm-6:30 pm

### **Working Conditions:**

Instruction is normally conducted indoors. Activities and field trips may take place outdoors.

### **Application Requirements:**

To apply for the Lead Certified Teacher position, please email your resume, BLEC application and three (3) letters of reference to the project director, Brookland-Lakeview 21<sup>st</sup> Century COLA Program at [Lakeview@brookland.cc](mailto:Lakeview@brookland.cc)

A background screening will be conducted. If you have any questions or need more information, please call (8032) 744-1967.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.