



THE JAMESTOWN
COMMUNITY CENTER

PART-TIME JOB OPENING
SI SE PUEDE AFTER-SCHOOL TEACHER ASSISTANT

(ELEMENTARY SCHOOL: KINDER)

Hours: Up to 26 hours per week; 12:30 p.m. – 6:00 p.m.
Pay: \$16-17/hour depending on experience
Dates: August 8, 2016 – May 26, 2017
Locations: Buena Vista Horace Mann
Deadline: **Open until filled.**

ORGANIZATION DESCRIPTION

For 40 years, the Jamestown Community Center has been providing learning opportunities and safe space for low-income Mission District youth. Jamestown's mission is to mobilize the resources of families, neighborhood residents, and other community members to help young people realize their full potential as empowered and productive members of society. Jamestown fulfills this mission by annually providing over 1,000 youth, ages 0 to 18, with a full range of educational enrichment, academic tutoring, early literacy, leadership training, employment, sports, and youth guidance programs. Throughout these programs, Jamestown aims to provide all participants with the highest-quality youth development experience. This approach builds young people's resiliency as they face their daily challenges and supports their natural inclination to pursue their own growth into healthy, productive young adults.

POSITION DESCRIPTION

Jamestown is looking for experienced and enthusiastic individuals to teach after-school classes that weave together enrichment, recreation and academics for children in kindergarten, first, and second grade five days a week. In addition, this position will collaborate with school-day staff to lead activities and to develop and implement strategies to promote literacy and healthy development. The ideal candidate has expertise in designing curricula that provide academic support in the areas of math and literacy and cooperative learning strategies, has experience working with elementary youth, and possesses strong youth development background.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan a project-oriented curriculum to support youth's social-emotional, academic, and physical success by:
 - Incorporating the five supports and opportunities of Youth Development Theory and Practice: safety, youth participation, skill building, community involvement, and relationship building
 - Developing and leading a comprehensive curriculum that embeds high quality skill-building through activities that are sequenced, active, focused, and explicit
 - Planning regular, creative math and literacy-based activities that allow youth to build listening, speaking, reading and writing skills
- Prepare and organize teaching materials, including a long-term plan, unit plans and daily lesson plans
- Work with the Site Manager and school day staff to implement activities that are aligned with school curriculum and California's Common Core Standards
 - Communicating student progress to teachers

- Attending professional development opportunities with school
- Developing an understanding of academic curricula, expectations, and standards
- Be familiar with program's selected literacy skills of focus
 - Incorporate literacy development strategies into all activities
- Participate in ongoing professional development before program starts and during the school year by:
 - Engaging in weekly professional development and collaborative planning time with peers
 - Undergoing regular formal and informal observations and coaching sessions
 - Implementing new skills and knowledge into practice
- Offer professional mentorship and supervision to a high school apprentice
- Plan and supervise field trips
- Supervise and support homework help and daily physical activities
- Assist in evaluating program effectiveness
- Comply with Jamestown policies and procedure, and laws pertaining to the operation of Jamestown
- Maintain professional attitude and work ethic

QUALIFICATIONS

- A passion for Jamestown's mission and a commitment to providing young people with the highest-quality youth development experience
- Experience teaching, tutoring and/or working with preschool-aged or elementary school youth **required**
- Experience working with multi-ethnic, multi-cultural youth
 - Ability to build meaningful relationships and engage with elementary school youth and high school assistants
 - Strong elementary school-level math and literacy skills
- Strong interpersonal skills
- Strong understanding of the theory and practice of youth development
- Availability in the after-school hours
- Willingness and ability to act as a role model for young people
- Fluency in Spanish **required**
- Ability to work well on teams
- Fingerprint and TB clearance
- Provide documentation that meets SFUSD Instructional Aid requirement or take equivalency exam

This is an hourly, non-exempt position, up to 26 hours a week with no benefits.

APPLICATION

If interested in applying, please email a thoughtful cover letter and resume to Jessica Linares, Director of Afterschool and Summer Programs at jessica@jamestownsf.org.

Jamestown Community Center is an Equal Opportunity Employer.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.