



JOB DESCRIPTION

ASSISTANT TEACHER, SUMMER LITERACY PROGRAM

Spark a child's love of learning and watch them soar! Join East Nashville Hope Exchange as we seek passionate undergraduate or graduate students to join our team and empower elementary children in the Maplewood and Stratford High School clusters. As a program assistant, you'll play a crucial role in creating a fun, fast-paced learning environment where you'll guide children to improve their reading levels, become confident readers, and unlock a lifelong love of learning. Gain valuable experience working with children, witness the magic of igniting young minds, and develop your communication, creativity, and leadership skills.

Type: Full Time, Summer

Location: 419 Woodland St. (St. Ann's Episcopal Church)

Salary: \$2,500-3,500 for 6 weeks (depending on experience)

Dates: *May 29th - May 31st* Staff Pre-Service
June 3rd-July 12th: Student Program Dates
July 15th-July 16th: Staff Post-program Wrap-up and Debrief

Qualifications: College Student Majoring in Elementary Education or a related subject like elementary education, Assistant Teaching, Paraprofessional experience, or experience working with elementary aged children.

Hours: Mon- Fri 7:45 am – 4:00 p.m w/ occasional requirements on Saturdays and evenings

ENHE Summer Literacy Program Assistant Responsibilities:

Literacy Instruction:

- Collaborate with lead teachers on daily lesson plans and curriculum implementation.
- Provide individualized support in small groups and one-on-one settings to ensure student comprehension of literacy concepts.
- Actively participate in classroom activities and discussions, fostering a positive learning environment.

Program Support:

- Assist teachers, lead teachers, and program directors with administrative tasks and material preparation.
- Create engaging learning materials for classroom use and activity time.
- Actively participate in all ENHE events, contributing to a strong program community

Professionalism and Teamwork:

- Maintain professionalism by arriving on time, adhering to program policies, and maintaining a clean workspace.
- Demonstrate a positive and cheerful attitude in interactions with students, families, and colleagues.
- Serve as a positive role model for students by upholding ENHE's values and expectations.
- Follow instructions promptly and effectively to ensure program efficiency.
- Engage with students in a joyful and playful manner while maintaining appropriate boundaries.

Additional Responsibilities:

- Monitor students during mealtimes and field trips, ensuring safety and supervision.
- Assist with meal service and cleanup.
- Help develop, attend, and participate in parent/caregiver events to promote family engagement.

About ENHE:

East Nashville Hope Exchange bridges the gap in literacy access, nurturing a love of learning in children who need it most. We believe that every child, regardless of circumstances, deserves the tools to succeed. Through our innovative programs, we build brighter futures for children, strengthening our community and opening doors to endless possibilities.

We offer:

- Competitive pay
- A supportive and collaborative work environment
- The opportunity to make a real difference in the lives of children

If you are passionate about literacy, dedicated to working with children, and eager to join a team that is making a difference, we encourage you to apply! Join us today and be the spark that ignites a child's future!

Interviews will be held, and successful applicants notified by April 12th.

TO APPLY: *Fill out the attached application by **March 29th** and mail/email it to:*

*Nikki Walker, Executive Director
East Nashville Hope Exchange
419 Woodland Street
Nashville, TN 37206*

*Fax: 615-242-4997
E-mail: enheoffice@gmail.com*