



Summer 2018

JOB DESCRIPTION

ASSISTANT TEACHER, SUMMER LITERACY PROGRAM

Come and join the team! East Nashville Hope Exchange is a non-profit organization dedicated to strengthening literacy of at-risk children in East Nashville. This is a great opportunity to get teaching experience in grades K-4 under the supervision of experienced educators. We are seeking college students, or graduates, of elementary education programs who are excited to make a difference in children's lives through literacy and family engagement.

Type:	Full Time, Summer
Location:	419 Woodland St. (St. Ann's Episcopal Church) or 601 McFerrin Ave (Ross Early Learning Center)
Salary:	\$2,000 - \$3,000 for the period, based on experience and certification
Dates:	<i>May 29, 2018 – June 2, 2018: Staff Pre-Service/Student Assessment</i> <i>June 4 – July 13, 2018: Student Program</i> <i>July 16 – July 18, 2018: Staff Post-Program Wrap-up and Debrief</i>
Qualifications:	College Student, or graduate, of an Elementary Education teacher certification program.
Hours:	7:45am – 4:00pm

RESPONSIBILITIES include, but are not limited to, the following:

Academic Responsibilities:

- Assist with classroom responsibilities under the direction of the teacher
- Help classroom teacher develop individual learning plans for each student
- Teach reading skills in small groups
- Assist teachers, lead teacher, and director outside classroom as needed
- Make materials needed for the program
- Help teach during activity time
- Report to work each day on time

Mealtime Responsibilities:

- Monitor children during meal times
- Serve students food
- Clean eating area each time students eat

Communication with Families, Staff, and Others:

- Attend and participate in orientation, meetings, and debriefing sessions
- Help with daily sign-in and sign-out procedures
- Communicate with families on an ongoing basis
- Help develop, attend, and lead small groups in Family Engagement events
- Assist with materials to be sent home
- Be a positive role model for the students
- Report progress of students regularly to families and lead teacher
- Relate to everyone in a cheerful, positive manner

Creating a Safe and Secure Environment:

- Create and sustain a cheerful, respectful and supportive environment
- Supervise and monitor student safety
- Assist students in using conflict resolution techniques when dealing with each other
- Supervise students throughout program including, but not limited to: in the classroom, during meals, during outside play, and on field trips.
- Keep areas clean and safe
- Assist in clean up and inventory at the end of the program
- Report safety or security issues to the program director or lead teacher
- Attend to the health and interpersonal needs of students

TO APPLY: Fill out the attached application and send it to:

Ameshica Linsey, Executive Director
East Nashville Hope Exchange
419 Woodland Street
Nashville, TN 37206

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



EMPLOYMENT APPLICATION FORM

(Please print)

Please consider me for the following position(s): Lead teacher Teacher Teacher Assistant
(If you are interested in more than one position, please put a 1 for first priority and 2 for second priority. Please note: We prefer to hire Lead Teachers who have at least one year's experience working as an ENHE Teacher. We prefer to hire certified elementary teachers with at least one year of classroom experience. If you have not had at least one year's experience teaching experience at the K-4 level, we suggest you apply for an Assistant Teacher position.)

Name: _____
First Middle Last

Address: _____
Street Apartment #

Telephone: (_____) _____ (_____) _____
Home Cell

Email: _____

In case of an emergency please contact: _____ / _____
Name Relation (Parent, Aunt etc.)

_____ *Home Number Cell Number Email*

Do you have a dependable source of transportation? Yes No

_____ *Explain Source*

Would you be able to attend evening or weekend parent sessions? Yes No

_____ *Explain if no*

Where and when did you last attend school? _____
List degree(s) if applicable

Please provide the names, phone numbers and email addresses of three references who are knowledgeable about your qualifications for this position.

NAME: _____

1. What are your strengths when working with children in grades 1st-3rd?
2. Do you have any special talents such as music, art, drama, dance or sports? If so, please explain what they are and how they would benefit the program. *(Please let us know if you speak Spanish.)*
3. What excites you about the opportunity to teach reading to inner city children and interact with their caregivers?
4. What do you hope to gain from working with this program?
5. How did you find out about this program?
6. Do you have any additional comments? *(Optional)*

Thank you for your interest in the East Nashville Hope Exchange Literacy Program. Please send this complete application form along with your résumé to:

***Ameshica Linsey, Executive Director
East Nashville Hope Exchange
419 Woodland Street, Nashville, Tennessee 37206***

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