



Summer 2024

JOB DESCRIPTION

LEAD TEACHER, SUMMER LITERACY PROGRAM

Ignite a child's love of learning and witness them soar! East Nashville Hope Exchange seeks passionate educators to join our team and empower elementary students in the Maplewood and Stratford High School clusters. As a Lead Teacher, you'll be the spark, creating a fun and fast-paced learning environment where children improve their reading levels, gain confidence, and unlock a lifelong love of learning. We seek individuals with experience effectively teaching elementary reading to **students needing extra support**. They should bring energy, creativity, strong classroom management, and social-emotional problem-solving skills to the table. Join us in making a difference!

Type: Full Time, Summer

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

Salary: \$5,500 for the period

Dates: *May 29-31, 2024:* Staff Pre-service/Student Assessment
June 3 - July 12, 2024: Student Program Dates
July 15-16, 2024: Staff Post-program Wrap-up and Debrief

Qualifications: Certified Elementary School Teachers

Hours: Monday- Friday 7:45 am – 4:00 p.m.

ENHE Summer Literacy Lead Teacher Responsibilities:

Literacy Instruction:

- Lead a diverse classroom of 13-15 students (grades K-5) in mastering reading, writing, and emotional problem-solving skills.
- Develop and implement engaging and effective lesson plans aligned with curriculum standards.
- Tailor instruction to meet the individual learning styles and needs of each student.
- Continuously assess student progress and adapt instruction accordingly to ensure ongoing improvement.

Program Support:

- Attend and actively participate in orientation, meetings, and debriefing sessions.
- Collaborate with colleagues, assistant teachers, program directors to ensure program success.
- Communicate with parents on an ongoing basis regarding student progress, behavior, and program updates.

- Collaborate with assistant teachers and programs directors in developing, attending, and actively participating in parent/caregiver events.

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.
- Assist students in effectively utilizing conflict resolution techniques to resolve disagreements respectfully.
- Assist with clean-up activities and inventory tasks at the end of the program.

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 **April 1st** 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