

*Summer 2019*

**JOB DESCRIPTION**

**TEACHER, SUMMER LITERACY PROGRAM**

Do you love teaching reading and writing and know what it takes to help struggling readers? Do you want to be able to use creative ideas that would make reading and writing fun? Would you like to help families be involved in their child's literacy development? Well, this is the place for you!! East Nashville Hope Exchange is a non-profit organization dedicated to strengthening the literacy of at-risk children in East Nashville. We are looking for teachers who want to make a difference in the lives of these students. Strong applicants will be energetic, creative, have experience effectively teaching elementary reading, have experience teaching at-risk students, have strong classroom management skills, and know how to help children with emotional problem solving.

**Type:** Full Time, Summer

**Location:** 419 Woodland St. (St. Ann’s Episcopal Church) or 601 McFerrin Ave (Ross Early Learning Center)

**Salary:** $4,200 for the period

**Dates:** *May 28, 2018 – June 1, 2019*: Staff Pre-Service/Student Assessment

*June 3– July 12, 2019*: Student Program

*July 15 – July 17, 2019:* Staff Post-Program Wrap-up and Debrief

**Qualifications:** Certification in Elementary Education and strong classroom management skills

**Hours:** 7:45 a.m. – 4:00 p.m.

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

**Academic:**

* Assess students pre-program and at close of program
* Teach a class of approximately 13 to 15 students in grades K-4.
* With the help of an assistant teacher, develop individual learning plans for each student
* Turn in lesson plans once a week, be prepared for lessons and activities, and implement lessons.
* Assist students one on one and in various groupings in reading, writing and emotional problem-solving skills
* Help students write, practice and perform acts for an end-of-program skit for families
* Assist other teachers, lead teacher, and director when needed
* Report to work each day on time

**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
* With lead teacher and program director, supervise teacher assistants
* 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's 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, along with your résumé, 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 \_\_\_Assistant Teacher

*(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 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.)*

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*Home Number Cell Number Email*

Do you have a dependable source of transportation? \_\_\_ Yes ­­\_\_\_No

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*Explain Source*

Would you be able to attend evening or weekend parent sessions? \_\_\_\_Yes \_\_\_No

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*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 K-4?
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 engage their families in the learning process?
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 Program. Please send this application form along with your résumé to:***

***Ameshica Linsey, Executive Director***

***East Nashville Hope Exchange Fax: 615-242-4997***

***419 Woodland Street, Nashville, Tennessee 37206 Email: enheoffice@gmail.com***