



JOB OPENING:

CLASSROOM INSTRUCTOR

Job Title: Classroom Instructor
Reports to: BAM Program Director
Location: Central Los Angeles
FLSA Status: Seasonal Part Time: \$15/hr, 20+ hrs/wk (Mondays-Fridays), August 2017-May 2018
Deadline to Apply: July 21, 2017
Expected Start: Paid mandatory trainings: August 7-14, 2017 (approximately 10am-4pm) August 15 (first day of school)

SUMMARY: Reporting to the Middle School Program Director, the Classroom Instructor is responsible for overall classroom management and academic assistance activities for a grade-specific classroom in Bresee's afterschool program with a vision to positively impact youth in our neighborhood through academic support and character development.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES: The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Supervise and manage a grade-specific classroom and provide high quality homework help to middle school students.
- Maintain an orderly environment through effective behavior management and character development.
- Maintain a culture of learning for students that reflects Bresee's mission.
- Track student academic progress through school-issued progress reports and points system, providing intervention when needed.
- Track and report weekly attendance to Family Advocates and BAM Director.
- Work with Middle School staff and Family Advocates to ensure that students are engaged and participating in activities.
- Lead students in service learning projects and youth clubs in intentional small group settings.
- Maintain close and clear communication with Middle School Program Director and Family Advocates regarding students' progress, needs, or behavior issues, working as part of the team to identify students who are struggling and to raise student performance.
- Increase parental involvement via supportive interactions at parent nights and phone calls.
- Meet with parents when required and when behavior intervention is needed.
- Supervise, work collaboratively with, and evaluate work performance of team members.
- Engage volunteers and interns in meaningful interactions with youth.
- Provide safe passage to students from school to Bresee by meeting students on campus along with other team members and walking students over in a supervised and orderly manner.
- Develop meaningful relationships with Bresee youth, using a common language to instill a sense of character.

- Establish relationships and maintain communication via email and face-to-face meetings with the teachers at the local middle schools regarding students' homework and academic progress.
- Be responsible for accurate sign-in sheets and meal distribution.
- Be consistent with Bresee's expectations, rules, and guidelines.
- Participate in Middle School Team meetings and events, staff meetings, and other Bresee meetings as requested.
- Have the flexibility to adapt when unanticipated structural program changes occur.
- Check and respond to work related emails.
- Supervise students during free time and recreation activities.
- Assist with other activities and events as requested.
- Participate in team meetings and events, staff meetings, and other Bresee, collaborative partner or community meetings as requested.

EDUCATION/EXPERIENCE/QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Must be currently enrolled in an accredited college or university working towards a Bachelor's degree or trade school working towards a certification.
- Must have one year of classroom management experience.
- Must have previous experience working with youth, preferably ages 10-14.
- Must have excellent English verbal and written communication skills.
- Must be comfortable with Algebra I math.
- Demonstrate sensitivity to multicultural issues and be comfortable working in multi-cultural, urban environment.
- Must be comfortable working with college level assistants and middle school students.
- Must be bilingual in Spanish or Korean, proficient in speaking, writing, and reading.
- Demonstrate computer competency with Microsoft Office tools including Word, Excel, PowerPoint; Google applications and email applications; and database systems.
- Must have outstanding teamwork, interpersonal relationship, and active listening skills.
- Must have good organizational and time management skills.
- Able to set priorities and organize daily workload to meet deadlines, program goals, and requirements.
- Be highly organized, with attention to detail and accuracy.
- Able to multi-task without sacrificing quality of work.
- Demonstrate flexibility when new assignments or changes are introduced.
- Able to work independently but also function effectively as part of a team.
- Able to follow directions and work well with others.
- Be self-motivated, reliable, and function as an active team player.
- Able to take initiative with minimal supervision.
- Able to exercise good judgment, discretion, and confidentiality when interacting with clients.
- Able to clearly articulate Bresee's message and program-specific information.
- Must support Bresee's procedures and policies.
- Must follow program-specific requirements and policies.
- Must submit to and successfully pass a criminal history background check.
- Must understand and support Foundation's *Vision, Mission, and Values Statement*.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift, and carry objects. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.

WORKING LOCATION: Location is based on a percentage of where work time is spent.

In office 95%, out of office 5%. Indoors 95%, outdoors 5%.

HOURS AND BENEFITS: Part time, seasonal position; August 2017 through mid-June 2018, 20+ hours per week, Monday through Friday (Mon/Wed/Thu/Fri: 2pm-6pm, Tues: 1pm-6pm), excluding school holidays and vacation periods. Position has no benefits except those required by law.

TO APPLY: Applicants must be able to attend paid mandatory trainings on August 7-14, 2017 (approximately 10am-4pm) and work Mondays through Fridays in the afterschool time during the school year. Submit cover letter and resume to jobs@bresee.org by June 21, 2017 with the Subject Line: Classroom Instructor.