

Lutheran Services Carolinas Job Description

Job Title: Teacher

Supervisor (title): UAC Program Coordinator

Department: Unaccompanied Children Foster Care

Approved by: Syhesia Sharpe 

Date: 11-16-2017(revised)

Position Purpose/Summary:

The transitional education center Teacher will guide students toward gaining knowledge and skills in order to become productive community members through lessons in Native language proficiency, ESOL, mathematics, science, social studies and social/civic studies, health and overseeing recreation and physical education activities. The teacher will assist students in improving English proficiency in listening, speaking, reading and writing with the goal of preparing for the public school system.

Essential Functions: *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

1. Develop and implement curriculum; to include finding and/or creating necessary resources for curriculum.
2. Scaffold learning to meet student's age and skill level.
3. Provide daily school routine for children of varied ages and educational backgrounds.
4. Oversee each student's educational plan, provide initial educational assessment and assess academic progress by overseeing all school activities.
5. Maintain records for student's academic, health and recreational activities.
6. Participate and be active team member and attend meetings with treatment team to provide feedback/updates in regards to children's behavior.
7. Schedule classroom volunteers to provide additional assistance.
8. Provide program coordinator and/or program manager with weekly updates.
9. Attend training provided internally and in the community and apply newly gained knowledge within services.
10. Communicate in both written and verbal format program detail to clientele and staff.

11. Perform other duties as requested.

Supervisory Responsibilities, if any (*The scope of the person's authority, including the positions that report to the incumbent.*):

Teacher's Aide

Qualifications (Minimum Job Requirements): (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*)

Education: B.S.W or B.A./B.S. in a human service field.

Experience: Minimum two years of school or ESL teaching.

Specific skills/abilities: Bi-Lingual in Spanish and English. Demonstrate ability to be flexible, creative and able to work in a diverse setting. Demonstrated verbal and written communications skills; proven ability to teach students English as well as all other basic educational topics. Knowledge of educational curriculums and providing educational assessments. Knowledge of Microsoft Office products (Word, Excel, etc). Prior work experience with refugees, immigrants or minority families and demonstrates cross-cultural sensitivity.

Specialized knowledge, licenses, etc: Valid drivers license.

Preferences (Optional): (*Preferred attributes for the position, which are not absolutely required in the minimum qualification - e.g. masters degree, bilingual.*)

Certified by State Department of Education

Working Conditions/Physical Requirements: (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*)

1. Typical classroom conditions.
2. Provide transportation of minor in personal/company vehicle.
3. Ability to bend, stoop (to floor), reach overhead.
4. Minimum lifting requirement of 10 pounds.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.