



**CERTIFIED READING OR MATH TEACHER/TUTOR ELEMENTARY (K – 5TH)
POLICE ATHLETIC LEAGUE OF JACKSONVILLE, INC.**

Title: Certified Reading or Math Teacher, Elementary (K-5th)
Work Location: Police Athletic League Afterschool Program
Level: Part-Time Hourly (10-12 hours per week)
Reports to: Education Director

General Summary:

The Certified Teacher in reading and math will be responsible for supervising primarily school-age youth and providing mentoring, academic tutoring, homework assistance and reading or math enrichment programs for kindergarten – middle school grades. This position focuses on small groups and 1:1 support aligned with the Florida standards, on a rotating basis visiting our JaxPAL after school programming sites. The teacher will always ensure child safety and assist the staff and participants in other areas as needed or otherwise determined by the program manager.

Primary Responsibilities:

1. Provides academic tutoring and instructions to students at multiple JaxPAL sites each week who have been identified as performing below grade level and/or below level test scores in language, reading and math.
2. Collaborate with site managers to identify students most in need of intervention.
3. Design, plan, and facilitate activities with students around homework assignments to increase the student's interest and enrichment.
4. Align literacy and math activities with FAST testing standards.
5. Maintains tracking of student academic progress.
6. Provides 1:1 and group instruction with youth on a regular basis to identify learning problems and aid enhance study skills.
7. Assist students with special homework assignments and projects
8. Engages youth in education, enrichment, leadership and recreational activities.
9. Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification.
10. Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
11. Observe students daily to assess skills, interests and needs and use this information to facilitate learning and growth.
12. Interact positively with all youth, parents and staff to support their individual learning and emotional needs.
13. Works as part of a team, accepts responsibility and is self-motivated
14. Demonstrates strong work ethics to achieve program goals.
15. Abides by all policies, procedures and notifications outlined in the Employee Handbook company memos and after school program standards.
16. Provide weekly progress reports to the Education Director/Program Lead Teacher/Education Program Managers regarding activities, student's needs and progress.
17. Other duties as assigned

Qualifications:

- Bachelor's degree in education, specializing in Reading, Math or related field required
- Florida teaching certification preferred in Elementary Education, Reading or Math.
- After-school and youth programming experience is preferred.
- Excellent organizational, written and communication skills.
- Ability to relate positively to young children, parents, and staff.
- Knowledge of general rules and safety procedures associated with outdoor and indoor recreational activities.
- Must possess or obtain a valid certification in CPR and/or First Aid within 90 days of hire.
- Must pass drug screening and a Level II criminal background check.

DEPARTMENT: Education

FLSA STATUS: Seasonal/Part-Time/Non-Exempt

RATE: \$25.00 hourly

HOURS: Monday-Thursday 3:30 - 6:30p (10-12 hrs. weekly, follows DCPS calendar, potential/planning training outside of normal schedule)

LOCATION: JaxPAL Eastside, Monument, Northside and Westside rotation basis)

REPORTS TO: Education Director

Please send resume, cover letter and references to: hr.jobs@jaxpal.com