dUrban League Empowering Communities



of Greater Oklahoma City, Inc. Changing Lives

**JOB TITLE: Substitute Assistant Teacher**

**DEPARTMENT:** Education & Family Development Department

**PROJECT: School Age Learning Program**

**REPORTS TO**: School Age Coordinator/Hope Center Director

**RATE OF PAY:**  $10.00 - $15.00 per hour

**STATUS:**   **Non Exempt/Part Time**

**CLOSING DATE:** Until filled

**HOURS OF WORK: Hours will vary, not to exceed 20 hours per week**

**EMAIL RESUME:** deejl@urbanleagueok.org

**SUMMARY OF POSITION:**

Substitute Teacher will supervise students and provide coverage in the classroom in the event that the regular teacher is unable to lead the class. Substitute Teachers will assist students with improving their Science, Technology, Engineering, Art/Agriculture and Math skills through project-based learning.

**JOB FUNCTION & RESPONSIBILITIES:**

* Provide academic skills development, guide enrichment-learning activities, and supervise students during the program. Substitutes may have some administrative duties and assist with the coordination and management of curriculum. Substitutes will be expected to maintain the tone and standards for a quality Youth Program. Substitutes are responsible for executing and monitoring the program to ensure instruction and activities meet the social, emotional, physical, and intellectual needs of students. Tutor must maintain a safe, fun, organized, and sanitary environment for students.
* Other duties as assigned.
* Assist in preparing, submitting, and researching grants and other funding opportunities as related to the agency’s/department’s mission.
* Meet the annual objectives/ goals of the program’s United Way Agency profile.
* Track clients’ services, progress and results in agency’s outcomes data management tool.

**QUALIFICATIONS:**

* Excellent people skills, enthusiasm for helping children, respectful attitude
* Ability to work separately with child within a larger context of child/tutor groups
* Creative and enthusiastic when covering lesson plans and reading selected books
* Attention to detail regarding paper work and prompt arrival/departure from school
* Excellent reading skills and willingness to share your love of reading.
* Able to document and record information properly.
* Must be at least 18 years of age

Must pass an OSBI background check. High School diploma, equivalent or actively attending secondary education. Should have experience in school-age classroom setting by helping children with social and academic enrichment. CPR, CDA, CCP or CEU training in the field of child care and development and/or the ability to attend such training needed to perform duties and responsibilities.