

**JOB TITLE: Master Teacher**

**DEPARTMENT:** Education & Family Development Department

**REPORTS TO**: Director of Education

**RATE OF PAY:**  $17.00 - $20.00 per hour

**STATUS:**  **Part Time**

**CLOSING DATE:** Until filled

**HOURS OF WORK: Not to exceed 20 hours per week.** Monday- Friday 2PM - 6PM

**POSITION & PURPOSE**

The master teacher role entails guiding and mentoring fellow educators while also providing direct instruction to students. This position collaborates closely with the Director of Education and Vice President of Programs to ensure compliance with programming standards and maintain an appropriate balance ratio.

**JOB FUNCTIONS & RESPONSIBILITIES**

* Instructional Leadership: Leading by example in teaching practices, demonstrating effective instructional strategies, and promoting best practices among colleagues.
* Mentoring and Coaching: Providing support and guidance to novice and experienced teachers through observations, feedback, and professional development opportunities.
* Curriculum Development: Collaborating with other educators to design, implement, and evaluate curriculum that meets educational standards and student needs.
* Assessment and Evaluation: Analyzing student performance data to inform instruction, assess program effectiveness, and make recommendations for improvement.
* Collaboration: Working closely with administration, staff, and other stakeholders to ensure alignment between educational goals and teaching practices.
* Student Support: Directly instructing students, addressing their diverse learning needs, and fostering a positive learning environment.
* Program Compliance: Ensuring adherence to educational policies, standards, and regulations, often in collaboration with the Director of Education.
* Continuous Improvement: Staying current with educational research and trends and advocating for innovative practices that enhance teaching and learning.

**QUALIFICATIONS**

* Excellent people skills, enthusiasm for helping children, respectful attitude
* Ability to work separately with children within a larger context of child/tutor groups
* Creative and enthusiastic when covering lesson plans and reading selected books
* Attention to detail regarding paperwork and prompt arrival/departure from school
* Excellent reading skills and willingness to share your love of reading.
* Documenting/Recording Information

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 childcare and development and/or the ability to attend such training needed to perform duties and responsibilities.