

###### POSITION DESCRIPTION

**TITLE:** **Learning Center Teacher**

**DEPARTMENT:** **Education**

**REPORTS TO:** **Club Based Education Director**

**PRIMARY FUNCTION:**

The Learning Center Teacher will be responsible for implementing educational programming for students in 1st-8th grade during after-school programming. Educational programming includes high-yield learning activities through both enrichment activities and tutoring support. The Learning Center Teacher should be encouraging and engaging for children and will maintain the integrity of the Boys & Girls Club of Dane County mission and goals, demonstrating the Club culture and values at all times.

**Key Roles (Essential Job Responsibilities):**

* Supporting all educational programming, including homework support and extended learning activities
* Demonstrating a clear understanding of Common Core standards
* Creating a safe environment that facilitates learning
* Facilitating education-based lesson plans in the Learning Center
* Establishing order within the Learning Center by ensuring daily set-up and clean-up of all materials used during the program
* Engaging in one-on-one and group tutoring
* Tracking student involvement and student performance
* Maintaining detailed documentation of tutoring sessions with the intent to improve practice based on previous notes
* Participating in Summer Camp educational programming
* Serving as a chaperone on educational field trips and/or special events
* May be required to drive Club van
* Assisting with volunteer recruitment, training, and supervision in the Learning Center
* Supporting group leaders, teachers, and direct-care staff with educational updates and training
* Completing paperwork and administrative duties may be included
* Participating in weekly staff meetings
* May be required to perform job duties at an alternate site location
* Assisting in the completion of required reports

**RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club staff, Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct, and advise/counsel.

**External:** Maintain contact with other Clubs, vendors, consultants, organizations, government agencies, and others to achieve program goals and objectives, manage costs, share information, and resolve problems.

**ADDITIONAL RESPONSIBILITIES:**

* Handles other duties as deemed necessary or important as assigned by the Chief Operations Officer and Director of Club Based Education.

**SKILLS/KNOWLEDGE REQUIRED:**

* We will train and certify; or
* Two non-credit department-approved courses in early childhood education; or
* Two courses for credit in early childhood education or its equivalent from an institution of higher education; or
* Certificate from The Registry indicating that you qualify as a child care teacher; or
* A one-year child care diploma from an institution of higher education; or
* Teacher Certification in elementary or middle school or equivalent experience tutoring/teaching youth; or
* An associate degree or higher in early childhood education or child care from an institution of higher education;
* Willingness to self-study and obtain certification within 60 days of hire
* Experience developing/evaluating lesson plans
* Proficiency in reading, math, and/or science
* Bilingual skills are a plus but not required
* Ability to relate well with children ages 5-14
* Excellent organizational, written, and verbal communication skills
* Excellent problem-solving and decision-making skills
* Experience working in diverse environments

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

Office and classroom environment; must be able to sit for long periods of time. Frequent local travel may be required. Physical abilities required include bending by the waist and reaching above the shoulder to maintain files, speaking and hearing to exchange information, and dexterity of hands and fingers to operate a computer keyboard, and other office equipment. The Learning Center Teacher may be exposed to extended periods of time viewing a computer monitor. Physical agility to lift up to 25 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those this employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are normally performed in a classroom setting and the noise level usually moderate to loud.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job, including the support of all special events as assigned.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Incumbent Date

 Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor Date

 Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Director of HR & Administration Date