

CHESTER EDUCATION FOUNDATION JOB POSTING

Lead Teacher (elementary; middle school)
Part-Time (6-8 hours per week)

21st Century SKILLS College Afterschool Program
at Columbus Elementary or Smedley Middle School
Monday, 4-5 (staff meeting); Tuesday-Thursday 4-6;*

Start Date: September 20, 2005

(Program to start October 17, 2005)

Position Summary: Support the mission of CEF in its efforts to address the educational and pro-social needs of Chester Upland School District students. Provide support and guidance to teachers and aides, assisting them to increase students' academic achievement and pro-social skill development. Must respect children.

Primary Responsibilities: Lead teacher will supervise teaching personnel and the academic afterschool environment including support of disciplinary guidelines. Activities include conducting weekly staff meetings, reviewing and monitoring lesson plans, providing support to staff to meet program goals and to implement curriculum, assist in development of orientation and training of staff, perform teacher observations and staff evaluations, supervise maintenance of student files, and insure integration of enrichment activities with academic plans.

Education and Experience

- Must meet requirements for Chester Upland School District teaching position
- Provide clearances for background check (criminal history and child abuse clearance records)
- Bachelor's degree; Master's degree preferred
- Experience as a lead teacher or other administrator
- Computer literacy required

Skills, Knowledge and Abilities

- Excellent supervisory and teaching skills
- Ability to work well with and relate to teachers, aides and other staff of all backgrounds
- Ability to work collaboratively with site director
- Enjoys working with children and/or adolescents
- Skilled in subject areas as required
- Excellent communicator
- Consistent and dependable

**All dates and times are approximate*

Please submit your resume by fax **610.364.1563**, email **cef@chestereducation.org** or by mail, **Chester Education Foundation, 2600 W. 9th Street, Suite GS-100, Chester, PA 19013** by **September 2, 2005**