

Job Description:

The Program Instructor is responsible for organizing and implementing lessons plans that meet TYD Foundation program objectives. This person is responsible for implementing activities that will result in students gaining opportunities to fulfill their potential for academic, artistic and personal success.

Primary Responsibilities:

- Implements instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Assists in assessing curricular needs and offers plans for improvement.
- Maintains effective and efficient record keeping procedures.
- Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
- Communicates effectively, both orally and in writing, with students, parents, and other professionals.
- Collaborates with peers to enhance the instructional environment.
- Models professional and ethical standards when dealing with students, parents, peers, and community.
- Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification.
- Establishes and maintains cooperative working relationships with students, parents, and schools.
- Demonstrates gains in student performance.
- Participates in training, presentations and performance.
- Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating.
- Performs other duties and responsibilities as assigned by their supervisor.

Qualifications

- 2 or more years of college; experience working with school age children and/or educational equivalent
- Teaching and Artistic experience valued (poetry, dance, drama, etiquette and other arts/education activities)

Requirements

- Complete application and criminal background check
- Interview with the Executive Director
- 2 on-site observation trainings
- W-9, 1099, Independent Contractor Agreement, Non-Compete Agreement
- Must have working e-mail address with e-mail access (Free Gmail account is encourage: www.gmail.com)

Competencies and Skills:

- Possesses strong oral and written communication skills
- Works independently and as part of a team
- Accepts responsibility and is self-motivated
- Demonstrates strong work ethic to achieve goals
- Displays effective multi-tasking and time management skills
- Possesses basic computer application skills with a willingness to learn new applications
- Demonstrates ability to use still and video camera (training available)

Working Conditions:

- Physical Ability: Tasks may involve setting up and clean up of classroom.
- Some tasks require video taping
- TYD Foundation is an Equal Opportunity Employer.