



Summer Lead Teacher Job Description

POSITION SUMMARY:

Horizons at Greene Street Friends School is seeking a dynamic and effective **Lead Teacher (grades may vary between K-5th grade for Summer 2021)** to join our team this summer. The ideal candidate will have experience teaching language arts, mathematics, social studies, and science, as well as a strong classroom management and curriculum design skills. We are looking for a talented, passionate, caring professional who will work collaboratively alongside an outstanding teaching team and administrative staff to fulfill the Horizons mission and create a fun, inclusive, inspiring and educational summer experience for a class of 16 students. The Lead Teacher will work with a teaching assistant and a reading specialist and will be supported by the Program Director.

This is a summer position taking place from June 28 – August 6, 2021. Hours are Monday through Friday, 7:45 am to 3:30 pm. The program takes place on the campus of Greene Street Friends School in the Germantown neighborhood of Philadelphia.

ORGANIZATIONAL BACKGROUND

Based on an award-winning and time-tested national model, Horizons at Greene Street Friends is a longitudinal summer enrichment program that is designed to prevent summer learning loss among students from under-resourced communities. Over the course of six weeks, students are fully immersed in a summer experience that combines academic instruction, experiential learning opportunities and swim lessons. Our program is rounded out by project-based learning that helps students to think critically, and a life skills curriculum aimed at growing social-emotional competencies.

While many students lose 2-3 months of learning during the summer, students in our program have consistently gained math and reading skills each summer, increasing their preparedness to return to school in September. Nationally, 91% of Horizons students attend college or a post-secondary program.

A longitudinal program, participants begin the program in kindergarten and return each year through eighth grade, creating an opportunity for deep, long-term relationships with students and their families. This summer, we will serve 90+ students in grades K-5.

It is our hope that Horizons summer staff members will return to the program for more than one summer as we continue to support our students and foster meaningful connections with our families and their students.

ESSENTIAL JOB FUNCTIONS:

The Lead Teacher will:

- Design and teach high quality, culturally responsive, project-based curriculum and engage students in learning language arts, math, and science throughout our 6-week summer enrichment program.
- Plan and lead fun, community-building games and enriching experiential learning opportunities.
- Accompany/engage with students in their swimming lessons and field trips.
- Lead the Horizons staff in identifying individual students' learning profiles, building on each youth's academic strengths and coordinating resources and activities to best address his/her areas of need.
- Participate in daily meals with the students,
- Attend weekly faculty check-ins and scheduled trainings
- Participate in orientation and teacher work days to the start of the program to learn about norms, programming, and prepare classrooms for the summer
- Collaborate with and mentor the assistant teacher(s) and work with staff to review assessment data and align curriculum across subject areas.
- Develop and nurture a safe, respectful, challenging and **fun** learning environment.
- Assist in evaluating program effectiveness (through surveys and feedback cycles)
- Help maintain ongoing communication with parents, caregivers and school year teachers
- Maintain open dialogue and communication with Executive Director as needed to accomplish goals and/or problem-solve
- In collaboration with the Executive Director, provide ongoing input into this job description as the position unfolds to keep this job description as accurate as possible.

QUALIFICATIONS:

In addition to a strong commitment to the Horizons mission, this position requires a balance of knowledge of best practices and practical experience with and proficiency in the skills of instruction. The ideal candidate for the Lead Teacher position must be flexible, well organized, capable of taking initiative, and full of enthusiasm for both teaching and learning.

HOW TO APPLY:

Please upload a resume and cover letter, outlining your interest, skills and experience (MS Word or PDF format) to Malia Neal, Director of Horizons at Greene Street Friends School at mneal@greenestreetfriends.org with subject line "Horizons Lead Teacher".

Horizons at Greene Street Friends School is an equal opportunity employer.

For more information about HGSFS, please visit

www.horizonsgreenestreetfriends.org, www.facebook.com/horizonsgreenestreetfriends, and www.instagram.com/horizonsgreenestreetfriends.

**Summer Enrichment Program Teaching Assistant
Job Description**

POSITION DESCRIPTION:

Horizons at Greene Street Friends School (HGSFS) is seeking a dedicated **Teaching Assistant (K-5 positions available)** with experience at the elementary level to join our dynamic teaching team in summer 2020. The teaching assistant will provide support to a lead teacher in a classroom of 16 students.

This is a summer position taking place from June 28 – August 6, 2020. Hours are Monday through Friday, 7:45 am to 3:30 pm. The program takes place on the campus of Greene Street Friends School in the Germantown neighborhood of Philadelphia.

ORGANIZATIONAL BACKGROUND

Based on an award-winning and time-tested national model, Horizons at Greene Street Friends is a longitudinal summer enrichment program that is designed to prevent summer learning loss among students from under-resourced communities. Over the course of six weeks, students are fully immersed in a summer experience that combines academic instruction, experiential learning opportunities and swim lessons. Our program is rounded out by project-based learning that helps students to think critically, and a life skills curriculum aimed at growing social-emotional competencies.

While many students lose 2-3 months of learning during the summer, students in our program have consistently gained math and reading skills each summer, increasing their preparedness to return to school in September. Nationally, 91% of Horizons students attend college or a post-secondary program.

A longitudinal program, participants begin Horizons in kindergarten and return each year through eighth grade, creating an opportunity for deep, long-term relationships with students and their families. This summer, we will serve 90+ students in grades K-5.

It is our hope that Horizons summer staff members will return to the program for more than one summer as we continue to support our students and foster meaningful connections with our families and their students.

ESSENTIAL JOB FUNCTIONS:

The Teaching Assistant will:

- Collaborate and work with the Lead Teacher's vision to provide a high quality, project-based curriculum and engage students in learning language arts, math, and science
- Develop and nurture a safe, respectful, challenging and fun learning environment.

- Work with staff to review assessment data and align curriculum across subject areas
- Accompany students to swimming lessons, and on field trips
- Attend and participate in special programming and activities (physical education, music, art, science, creative programming)
- Help to prepare snacks/meals and help with clean-up protocols
- Attend weekly faculty check-ins during the summer
- Attend teacher work days prior to the start of the program in order to learn about norms, programming, and prepare classrooms for the summer
- Assist in evaluating program effectiveness (through surveys and feedback cycles)
- Help maintain ongoing communication with parents, caregivers and school year teachers
- Maintain open dialogue and communication with Lead Teacher and Executive Director as needed to accomplish goals and/or problem-solve
- In collaboration with the Executive Director, provide ongoing input into this job description as the position unfolds to keep this job description as accurate as possible.
- Perform other duties that may be required

QUALIFICATIONS:

In addition to a strong commitment to the Horizons mission, this position requires a balance of knowledge of best practices and practical experience in classroom instruction. The ideal candidate for the Teaching Assistant position must be flexible, well organized, capable of taking initiative, and full of enthusiasm for both teaching and learning.

The Teaching Assistant is a full-time position during the six weeks of the program with some preparatory dates ahead of the summer session.

HOW TO APPLY:

Please send a cover letter outlining your interest, skills and experience and a resume (Word or PDF format, please) to Malia Neal, Director of Horizons at Greene Street Friends School at mneal@greenestreetfriends.org with subject line "Horizons Teaching Assistant".

Horizons at Greene Street Friends School is an equal opportunity employer.

For more information about Horizons at GSFS, please visit: www.horizonsgreenestreetfriends.org

Part-Time Summer Math Specialist Job Description

POSITION SUMMARY

Horizons at Greene Street Friends School is seeking a dynamic and effective **Math Specialist (grades may vary between K-4th grade for Summer 2020)** to join our team this summer. The ideal candidate will have experience teaching mathematics in elementary school, as well as a strong classroom management and curriculum design skills. We are looking for a talented, passionate, caring professional who will work collaboratively alongside an outstanding teaching team and administrative staff to fulfill the Horizons mission and create a fun, inclusive, inspiring and educational summer experience for our students. The Math Specialist will work closely with the teaching team and will be supported by the Executive Director.

Our summer program takes place June 28 – August 6, 2021.. Hours are Monday through Friday, 7:30 a.m. – 3:30 p.m.. The program takes place on the campus of Greene Street Friends School in the Germantown neighborhood of Philadelphia.

ORGANIZATIONAL BACKGROUND

Based on an award-winning and time-tested national model, Horizons at Greene Street Friends is a longitudinal summer enrichment program that is designed to prevent summer learning loss among students from under-resourced communities. Over the course of six weeks, students are fully immersed in a summer experience that combines academic instruction, experiential learning opportunities and swim lessons. Our program is rounded out by project-based learning that helps students to think critically, and a life skills curriculum aimed at growing social-emotional competencies.

While many students lose 2-3 months of learning during the summer, students in our program have consistently gained math and reading skills each summer, increasing their preparedness to return to school in September. Nationally, 91% of Horizons students attend college or a post-secondary program.

A longitudinal program, participants begin the program in kindergarten and return each year through eighth grade, creating an opportunity for deep, long-term relationships with students and their families. This summer, we will serve 90+ students in grades K-5.

It is our hope that Horizons summer staff members will return to the program for more than one summer as we continue to support our students and foster meaningful connections with our families and their students.

ESSENTIAL JOB FUNCTIONS

- Work with Executive Director and teaching team to support the goal of helping students to increase math skills
- Coordinate and administer STAR math assessment pre and post test (when applicable)
- Keep record of daily activities and student progress
- Craft student progress letters for parents, noting progress and growth areas
- Identify students in need of additional support and develop intervention strategies
- Provide training for volunteers and interns
- Lead small group and individual tutoring sessions with students
- Aid teachers in classroom and small group instruction as needed
- Attend field trips and special programming as needed
- Other duties, as assigned

QUALIFICATIONS

- 3 or more years working as a Math Specialist or elementary school teacher
- Thorough understanding of best practices for math instruction based on current research
- Ability to teach all aspects of elementary school mathematics
- Ability to administer and interpret assessments and interventions, and group students for instruction based on the findings; share data with teaching staff and assist staff in gaining relevant insights about students

In addition to a strong commitment to the Horizons mission, this position requires a balance of knowledge of best practices and practical experience with and proficiency in the skills of instruction. The ideal candidate for the Math Specialist position must be flexible, well organized, capable of taking initiative, and full of enthusiasm for both teaching and learning.

HOW TO APPLY:

Please upload a resume and cover letter, outlining your interest, skills and experience (MS Word or PDF format) to Malia Neal, Director of Horizons at Greene Street Friends School at mneal@greenestreetfriends.org with subject line "Horizons Math Specialist".

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Summer Literacy Specialist Job Description

POSITION SUMMARY

Horizons at Greene Street Friends School is seeking an engaging Literacy Specialist to support our academic enrichment program. The Literacy Specialist will develop a curriculum that helps program participants build strong reading skills.

This is a part time (20 hours per week) summer position taking place from June 28 – August 6, 2021. Hours are Monday through Friday, 8:00 a.m. – 12:00 p.m.. The program takes place on the campus of Greene Street Friends School in the Germantown neighborhood of Philadelphia.

The literacy specialist will join a team of literacy specialists, each responsible for 1-2 grades of students (groups of 16 or less).

ORGANIZATIONAL BACKGROUND

Based on an award-winning and time-tested national model, Horizons at Greene Street Friends is a longitudinal summer enrichment program that is designed to prevent summer learning loss among students from under-resourced communities. Over the course of six weeks, students are fully immersed in a summer experience that combines academic instruction, experiential learning opportunities and swim lessons. Our program is rounded out by project-based learning that helps students to think critically, and a life skills curriculum aimed at growing social-emotional competencies.

While many students lose 2-3 months of learning during the summer, students in our program have consistently gained math and reading skills each summer, increasing their preparedness to return to school in September. Nationally, 91% of Horizons students attend college or a post-secondary program.

A longitudinal program, participants begin the program in kindergarten and return each year through eighth grade, creating an opportunity for deep, long-term relationships with students and their families. This summer, we will serve 90+ students in grades K-5.

It is our hope that Horizons summer staff members will return to the program for more than one summer as we continue to support our students and foster meaningful connections with our families and their students.

ESSENTIAL JOB FUNCTIONS

- Work with Executive Director and teaching team to support the goal of helping students to increase literacy skills
- Coordinate and administer STAR reading assessment pre and post test
- Keep record of daily activities and student progress

- Craft student progress letters for parents, noting progress and growth areas
- Identify students in need of additional support and develop intervention strategies
- Provide training for volunteers and interns
- Lead small group and individual literacy sessions with students each day focused on site words, phonetics, fluency and other reading competencies
- Aid teachers in classroom and small group instruction as needed
- Attend field trips and special programming as needed
- Other duties, as assigned

QUALIFICATIONS

- 3 or more years working as a Reading Specialist or elementary school teacher
- Thorough understanding of best practices for reading instruction based on current research
- Ability to teach all aspects of literacy; reading, writing, spelling, and speaking
- Ability to administer and interpret assessments and interventions, and group students for instruction based on the findings; share data with teaching staff and assist staff in gaining relevant insights about students.

HOW TO APPLY:

Please upload a resume and cover letter, outlining your interest, skills and experience (MS Word or PDF format) to Malia Neal, Executive Director of Horizons at Greene Street Friends School at mneal@greenestreetfriends.org with subject line "Horizons Lead Teacher".

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