

URBAN*PROMISE* **MINISTRIES JOB DESCRIPTION**

Position Title: Long Term- Substitute Kindergarten Position Department: CamdenForward School

Reports To: CFS Principal Salary Range: \$110 a day -Start Date: March 18, 2019 – End Date: June 14, 2019

Position Summary:

To create a flexible elementary program and a class environment favorable to learning and personal growth. The second grade teacher should establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for in accordance with each student’s ability. The second grade teacher is expected to establish good relationships with parents and other staff members. The teacher is also responsible for planning and implementing lessons in accordance with the standards set forth by the CamdenForward School of UrbanPromise Ministries and national NJ State and Common Core standards.

Essential Job Functions:

1. CFS teacher will demonstrate the Urban Promise values and demonstrate character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, perseverance, and punctuality.
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2. Establish and enforce rules for behavior, and policies and procedures to maintain order among students. Supervises students in out-of-classroom activities during the school day.
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3. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
4. Administer standardized ability and achievement tests, and interpret results to determine student's developmental levels and needs.
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5. Demonstrate knowledge of content and pedagogy.
6. Incorporate technology into the curriculum for instruction.
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7. Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
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8. Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
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9. Assist in fund raising and in running both UPM and CFS special events and work closely with CFS team to continuously improve department-organizations efforts.
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10. Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
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Essential Job Requirements:

EDUCATION Bachelor's Degree
Preferred Education Degree

EXPERIENCE Experience working with urban youth

REQUIRED SKILLS

- Strong classroom management skills
- Ability to work with diverse urban students
- In-depth understanding of and commitment to the organizations vision and mission
- Leadership and supervision skills

PHYSICAL REQUIREMENTS This position includes the normal physical demands associated with work in the office and classroom environment.
This position includes the ability to schedule work outside of the typical work week, evenings and weekends.
