

# URBAN**PROMISE** MINISTRIES JOB DESCRIPTION

---

Position Title:     K-10 Art Teacher – Part Time     Department:     CamdenForward School    

Reports To:     CFS Principal     Salary Range:     \$19.80 per hour (15-20 hours ) Non- Exempt    

---

## **Position Summary:**

Follow a flexible elementary and middle school art program curriculum in a class environment favorable to learning and personal growth. The art teacher should establish rapport with students; to motivate students to develop skills, attitudes, and knowledge needed to provide a good foundation in art in accordance with each student’s ability. The art teacher is expected to establish good relationships with students, parents, and other staff members. The art 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 art teacher will uphold the Urban Promise mission, values (Faith, Community, Innovation, and Holism) to include being courteous, team player, flexible, and punctual in their position.
2. Establish and enforce rules for behavior, and policies and procedures to maintain order among students. Supervise students during in-class and outside of class activities during the school day.
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.
5. Demonstrate knowledge of content and pedagogy.
6. Incorporate technology into the curriculum for instruction.
7. Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
8. Meet with parents and guardians to discuss their children's progress, behavior and needs.
9. Assist in fundraising and in running both UPM and CFS special events and work closely with CFS team to continuously improve department-organizations efforts.
10. Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.

EDUCATION     Bachelor’s Degree  
Preferred - Art Education Degree    

EXPERIENCE     Experience working with urban youth    

---

## URBAN**PROMISE** MINISTRIES JOB DESCRIPTION

---

### 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.

---

### **\*\*Equal Opportunity Statement**

UrbanPromise values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in the UrbanPromise mission and to promote racial and social equity in our work.

*UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Applications should be submitted to UrbanPromise Ministries, Chief People Officer at [pfoxx@urbanpromiseusa.org](mailto:pfoxx@urbanpromiseusa.org)*