



## JOB DESCRIPTION

### Summer Program Lead Teacher (*Full-Time, Seasonal*)

**Reports To:** Manager of Youth & Community Engagement

**FLSA Status:** Non-Exempt

**Updated:** January 30, 2024

### Hours, Attendance & In-Person/Remote/Hybrid Expectations

**Dates of Employment:** July 1<sup>st</sup> through August 16<sup>th</sup>, 2024

**Hours/week:** 35 hours per week: 30 instruction hours, 5 planning/preparation hours

**Typical hours/Shifts:** 9 AM-3:30 PM, Monday through Friday. Flexible planning hours at discretion of teacher with approval from ES administrative staff.

**In-Person/Remote/Hybrid Expectations:** Fully in-person, some remote hours prior to program.

### Position Description

We're hiring for the summer of 2024! The Eliot School Summer Program for Children focuses on craft, curiosity, creativity, expression, and exploration in a fun, hand-on, and supportive environment.

Each of the six program weeks has a theme that students will explore in a variety of media.

Programming is offered for two age groups: 6-8 years old and 9-12 years old. Each class has twelve students, a Lead Teacher, and between one and two Teaching Assistants. Standard programming runs from 9:00 AM-3:30 PM with breaks built into the schedule. Classes take place primarily inside our Schoolhouse. Lunch, snack, and play times are held outdoors when possible.

We're looking for summer teaching staff that are passionate about working with and empowering young people and have experience in the following media: Woodworking, Drawing/Painting, Fiber Arts/Sewing, Photography, Mixed Media, Sculpture, and Animation. Applicants must be committed to gaining hands on experience in teaching and engaging diverse populations across race, cultural boundaries, and differing abilities.

Overall, they support the Eliot School's [mission, values, welcoming commitment, and strategic plan](#).

*The Eliot School seeks to contribute to a more just and equal world. As we design our programs and spaces to pursue equity, we are currently asking ourselves: How do all parts of our school enact our mission to inspire lifelong learning in craft and creativity for all? This position works with organizational leadership to develop and implement long-term vision and present-day program implementation based on a commitment to racial equity.*

## Essential Duties & Responsibilities

### General

- Interact with Youth & Community Engagement Manager, Summer Program Coordinator, Program Support team, and other staff to keep operations and information flowing.
- Help keep classrooms, commons areas, and shared supplies clean, organized, and accessible.
- Represent the Eliot School to all parties including students, parents, and other staff as a place that is welcoming, professional, capable, safe, creative, skill-building, and fun.
- Administer first aid.
- Maintain excellent in-person, email, and text communication with other staff.
- Keep track of individual schedules, meetings, and deadlines for supply orders and payroll.
- Participate in program-wide activities, staff meetings, and professional development.

### Pre-Program Duties & Responsibilities

- Attend July staff orientation on program details, safety and first aid, best practices for youth engagement, classroom management, lesson planning, and expectations.
- Submit lesson plans and corresponding supply requests prior to Friday, May 31<sup>st</sup>, 2024.

### Classroom Culture, Instruction, & Management

- Serve as lead instructor in classroom, overseeing up to two Teaching Assistants and twelve youth participants.
- Create and teach progressive, developmentally appropriate lesson plans within a specific medium that reflect the theme of the week and allow participants to set goals, complete projects, and acquire skills.
- Help students discover a broader social, cultural, and historical context through art.
- Create an anti-racist classroom environment and culturally responsive curricula.
- Maintain the highest standards and practices of safety for all participants.
- Orient Teaching Assistants to weekly lesson plans and needs of students in class.
- Train Teaching Assistants in tools and techniques needed to effectively aid in projects.
- Offer Teaching Assistants guidance on supporting students' social, emotional, and learning experiences in and out of the classroom.
- Submit timely purchase requests for art-making materials and assist in the care and maintenance of shared supplies.
- Ensure classroom spaces are left clean and materials stored after daily programming ends.
- Ensure that all students and staff in class adhere to daily program schedule.
- Facilitate class's participation in end of week showcases.

### Youth & Family Engagement

- Be aware of any students with health, behavioral, or other support needs in the classroom.
- Assist in problem-solving student behavioral challenges with staff and families.
- Enforce ES-approved disciplinary procedures.
- Serve as a mandated reporter and work closely with Youth Engagement staff to take any necessary related steps.
- Create a socially comfortable atmosphere and classroom culture for students.
- Make Manager and Program Support team aware of any enrollment or attendance issues.
- Help supervise snack times.

## Other Duties & Responsibilities

Perform other duties as required.

## Qualifications

- At least one year of teaching experience with school-aged children.
- Ability to commit to two to six weeks of teaching; priority in hiring will be given to Teachers with full availability for all six program weeks.
- Experience in one or more of the following media:
  - Woodworking
  - Drawing/Painting
  - Fiber Arts/Sewing
  - Photography
  - Mixed Media
  - Sculpture
  - Animation

## Required Skills & Abilities

- Excellent written, verbal, and interpersonal communication skills.
- Punctuality and reliability.
- Ability to work independently and collaboratively.
- Positive outlook and problem-solving attitude.
- Excellent organizational skills, attention to detail, creativity, and resourcefulness.
- Demonstrated emotional intelligence, humility, cultural competence, feedback skills, and the ability to sustain trusted relationships with a wide array of people.
- Strong commitment to the Eliot School's mission of inspiring lifelong learning in craft and creativity for all.
- The highest ethical standards and discretion.
- Bilingual fluency a plus: Spanish, Mandarin, etc.

## Physical Demands & Work Environmental Factors

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Work in-person at Eliot School facilities in Jamaica Plain, MA.
- Climb 1 to 3 flights of stairs.
- Walk, stand, and sit (including on the floor) for long periods of time on uneven terrain such as the Eliot Schoolyard.
- Frequently bend, lean, and kneel.
- Specific vision abilities required by this job include close vision and color vision.
- Lift and carry supplies weighing up to 20 pounds and occasionally 50 pounds.
- Stand or sit while maintaining alertness for several hours at a time.

Environmental factors include:

- Outdoor and indoor work.

- Possible exposure to communicable diseases and bodily fluids.
- LED lighting
- Noise from woodworking and other machines.
- Limited air conditioning.
- Efforts can be made to limit scented cleaning products, upon written request.

## Pay & Benefits

**Hourly rate:** \$30 per hour for new instructors. Returning instructors may be eligible for higher rate according to seniority on the Eliot School pay scale.

All Eliot School employees are eligible to enroll in our retirement plan. Employees working at least 30 hours per week accrue sick time at a rate of 1 hour per 30 hours worked with an annual maximum of 40 hours. These are seasonal positions that are ineligible for insurance coverage or vacation and holiday time.

All Eliot School faculty receive a 50% tuition discount on classes/workshops during the calendar year that they teach.

**To apply:** Please send an email to [summerchildren@eliotsschool.org](mailto:summerchildren@eliotsschool.org) with your resumé, availability during program dates, and a portfolio or examples of your work. Additionally, send brief (100 to 250-word) descriptions of two projects based on the weekly themes on the next page. The projects can be in any media but there should be one for each age group: 6-8 and 9-12. Documents may be in Google Suite, PDF, or Microsoft Office format.

The priority deadline for applications is **March 1<sup>st</sup>, 2024**, but applications will be accepted until **April 5<sup>th</sup>, 2024**, pending position availability.

## **Weekly Themes and Important Dates for the 2024 Summer Program**

**Orientation:** 7/1/24- 7/3/24

**Weekly Staff Meetings:** 7/11/24, 7/18/24, 7/25/24, 8/1/24, 8/8/24

**End of Summer Staff Celebration:** 8/15/24

### **Week 1, 7/8/24-7/12/24: Stories We Love**

It's story time! Stories in their many forms have connected and influenced artists around the world for thousands of years. Students will gain inspiration for their art from global tales in books, movies, television, video games, and more. Projects in all media will guide children through telling stories of their own, whether based on lived experience or ancient legend.

### **Week 2, 7/15/24-7/19/24: Making with Monsters**

Monsters come in all shapes and sizes: they can be sweet, scary, furry, scaly, slimy, and funny! Children will craft original creatures from their imaginations in different media. Projects will explore and bring to life kids' fantasy worlds and the beings that inhabit them. By the end of the week, the schoolyard will be a magical, monstrous menagerie!

### **Week 3, 7/22/24-7/26/24: Adventures Underground**

What lies under our feet? Young artists will explore the secrets and riches buried deep beneath us. Discover dinosaur fossils, ancient civilizations, and precious artifacts hidden throughout the layers of the Earth's surface. Projects in each medium will look to history, archeology, geology, and more for inspiration.

### **Week 4, 7/29/24-8/2/24: Myths & Magic**

Calling all young witches, wizards, and warlocks! Projects will encourage children to create art with fantastical powers. They will use their inner magic and different media to cast spells and create enchanted objects. Participants will tap into the power that is their creativity and imagination!

### **Week 5, 8/5/24-8/9/24: Ingenious Inventors**

Gizmos and gadgets galore! Children will use their creativity, genius, and problem-solving skills to make works of art with a silly or serious purpose. Projects in all media will be inspired by engineering, robots, machines, and more.

### **Week 6, 8/12/24-8/16/24: Carnival of Craft**

Let's celebrate! Our final week of the Summer Program for Children is all about expressing happiness in community. Children will have a blast participating in group activities and creating art that is colorful and festive. Projects in each media will be inspired by global traditions of celebration and invite young artists to reflect on moments of joy in their own lives.