

DIGITAL LITERACY (online safety) INSTRUCTOR NEEDED

DESCRIPTION:

Based in the Oxford Circle neighborhood of Philadelphia, PA, the Oxford Circle Christian Community Development Association (OCCDA) is seeking Instructor(s). The mission of OCCDA is "to extend healing and hope in the Oxford Circle community, believing that God's purpose of reconciling all people to Jesus leads us to minister on spiritual, physical, social & economic levels." The Instructor uses best practice models to plan and lead instruction during out of school time programming for up to 6 hours per week (3-days) of instruction and half time additional prep time included. Programming is scheduled Mondays- Fridays, between the hours of 4pm-6pm weekly with small groups of approximately of average 20 children. Each class comes with Group Leader/Teacher's aide. \$15-\$20/hour based on relevant certification(s) and/or experience plus 15% for prep time. This grant funded position is for a semester and can be renewable.

JOB RESPONSIBILITIES:

- Curriculum and lesson plans provided. Must be conversant with appropriate/safe online behaviors for kids in grades K-5 and able to provide instruction that is responsive to their needs and the program's mission
- Create lesson plans leading to increase in student comprehension and skills
- Teach creative, practical and interactive lessons resulting in students increasing in knowledge, behavior and in skills
- Work one-on-one and/or in small groups with students needing extra help
- Ability to work cooperatively with parents and high school volunteers, and staff
- Implement positive discipline and classroom management structure for program
- Provide copies of curriculum/lesson plans to 21st CCLC Out of School Coordinator
- Provide feed back to Program Coordinator, and participate in program evaluations

JOB QUALIFICATIONS:

- Ability to use basic technology tools like smart boards very helpful and navigate online
- A commitment to the Oxford Circle community and to the holistic vision of the OCCDA.
- Bachelor degree in Education or related field and two (2) years' experience teaching. An equivalent combination of education and experience will be considered.
- Provide current clearances (FBI, child abuse, mandatory reporter and criminal) upon employment.

HOW TO APPLY: *Qualified candidates are invited to submit their resume via e-mail to:*

Subject: Instructor
program@occcda.org