JOB DESCRIPTION

Title: Lead Afterschool Instructor

Reports to: Site Manager

Hours: The Lead Afterschool Instructor is a part-time employee who works hours set by the Site Manager to complete the essential functions of the position during the school year, from August 17, 2015 until approximately June 2016. The Fishing School anticipates that the Lead Afternoon Instructor will work 2:00pm to 6:00pm Monday through Friday.

About The Fishing School: The Fishing School prepares elementary and middle school youth for success in high school and life by improving their academic performance and life skills, and by engaging them and their parents in intensive, multi-year, research-based programs and activities. For more information, please visit www.fishingschool.org. Founded in 1990 by former DC police officer Tom Lewis, The Fishing School (TFS) is a youth development organization serving youth and their families in underserved communities of Washington, DC.

TFS has afterschool and summer camp programs for more than 400 1st through 5th grade students that focus on academics, life skills, and parent engagement. The Fishing School supports academics through daily homework help, online tutoring, and targeted instruction. We extend learning through arts and science-based projects and lead participants through life skills and wellness activities. We also engage parents so that they can better support the academic success of their children.

Responsibilities Include:

Instruction
- Creating and implementing engaging lesson plans for STEAM and Life Skills activities
- Developing and leading student-selected enrichment clubs
- Providing homework help and implementing our on-line curriculum
  - Planning for lessons and gathering supplies
  - Facilitating beginning, mid, and end of year iReady diagnostics
  - Monitoring iReady account and making necessary adjustments to student lessons
- Facilitating completion of theme-based arts and science projects and special events
- Assisting students to develop positive character traits and life skills
- Being an energetic, engaged, and positive role model at all times.
- Planning, implementing and participating in special projects and events, as scheduled (i.e. “The Catch”, our annual student published magazine, Math & Science Night, Literacy Night, etc.)
Program Evaluation
- Administering beginning, mid, and end of year student surveys
- Assisting with annual data collection process

Program Administration
- Maintaining a daily schedule, classroom rules, the upkeep of equipment and supplies, and record-keeping
  - Completing and submitting incident reports
  - Completing activity tracker each Friday
  - Updating client logs
  - Conducting daily inventory of walkie talkies, laptops, and all other equipment at the end of each day for review by the Site Manager
  - Overseeing the clean-up and organization of supplies and program spaces
- Communicating regularly with Site Managers, teachers, and parents
  - Conducting parent intakes
  - Making phone calls to parents and sending positive notes home to provide program updates and student progress reports
  - Visiting teacher classrooms to observe (at least once a week)
- Participating in instructor meetings and professional development, as scheduled
  - Participating in grade-band meetings and all staff meetings (at least once a month)
  - Providing periodic status reports to Site Manager
  - Afterschool training begins August 17, 2015 for programming launch on August 24, 2015

The successful candidate is an energetic self-starter who demonstrates a passion for youth development and working in a non-traditional educational setting. He or she will demonstrate professionalism, the ability to maintain confidentiality, and the diplomacy necessary to successfully interface with parents, school teachers and administrators, and fellow instructors.

Experience: Some college preferred in the education field. Prior classroom/youth development experience is necessary.

Salary range: $12 to $18/hour depending on experience.

Requirements: Interested applicants must submit their current resume, a cover letter that outlines the importance of working with students in the District, a writing sample, three professional references, and a salary history for your last three positions to jobs@fishingschool.org. The Fishing School will not consider incomplete applications.