

## **JOB SPECIFICATION**

**Position:** After-school Lead Teachers and Program Assistants for Co-Curricular Programs

**Location:** GH Arizona - Varies

**Summary:** Great Hearts Academies' Athenaeum After-School Program is seeking well-qualified Lead Teachers and Program Assistants to support our unique, classical curriculum. Lead Teachers report directly to their Campus Coordinator and assume some administrative duties, such as planning lessons, assigning preparation of activities to Program Assistants, etc. Additionally, they share in homework assistance and supervision of the program scholars (grades K-8) and in leading them in a variety of extra-curricular activities (reading, athletics, logic games, art, music, etc.). Program Assistants support the needs of their Campus Coordinator and Lead Teacher and may have other duties as assigned. This is a wonderful opportunity for aspiring educators or for those who love working with children.

### **Special Skills:**

- Exemplifies heart of service to others.
- Ability to work independently, but also comfortable interacting with individuals/groups at every level of the organization.
- Outstanding written and verbal communication skills.
- Illustrate sound business judgment, as well as extreme tact, diplomacy, and wisdom.
- Models mission and vision of Great Hearts and Co-Curricular Programs.
- Possess requisite experience and interest in the field(s) of liberal arts and/or education.
- Provide leadership in formulating and managing major projects or initiatives.

**Requirements:** Some college (preferably a Bachelor's degree with elementary education or liberal arts major), 6 month's experience with children in a licensed facility, experience executing creative lessons and activities, strong classroom management skills, excellent communication and organizational skills, and ability to lead and teach children. The program is open M-F. The hours are generally 2:30-6:00 p.m. (longer on early-release days, approximately twice per month). Pay is competitive.

**Additional Requirements:** Type of fingerprint clearance: Must possess or obtain valid Arizona Department of Public Safety fingerprint clearance card. A negative TB test is required for employment. CPR/First Aid certification preferred.

**Physical functions:** Requires but is not limited to standing, sitting, repetitious hand and body movements, bending, squatting, and reaching. May be required to move or position equipment up to 25 pounds approximately.

**Travel required:** May need to travel locally to the various academies within the Phoenix Metro area.

**To apply:** Candidates must apply using our online application, accessible via our website [www.greatheartamerica.org/careers](http://www.greatheartamerica.org/careers) submit application materials including your resume, or by sending your resume to [MRodriguez@GreatHeartsAZ.org](mailto:MRodriguez@GreatHeartsAZ.org)

*Great Hearts Academies is an Equal Opportunity Employer.*