



<p>Immediate Opening for: After School Instructor Federal Work Study</p>	<p>Location: American Sunrise After-School Learning and Literacy Center</p>	<p>2007 W. Commerce Street SAT 78207</p>	<p>Contact Verlyn Maldonado, Executive Director Phone: 210 273-6450 or email verlyn@americansunrise-sa.com</p>
<p>Job Description: Our After-School Instructors assist “at risk” students in grades K-7 with homework in all core subjects. They will also be building literacy skills through applying interactive “BEST” reading practices. They will also serve as mentors, promoting post-secondary education, good citizenship and positive social skills.</p>			
<p>Role: The After–School Instructor is vital to the success of our Learning & Literacy Center. At American Sunrise, we recognize our students’ individual strengths and talents while we strive to assess, understand, and meet their areas of need.</p> <p>Instructor Responsibilities: We will provide all training</p> <ul style="list-style-type: none"> • Collaborate with staff in lesson plan preparation for students in grades K-7th grade • Research educational sites and materials/resources to incorporate into weekly lessons • Use a variety of learning tools and strategies that engage the learner • Teach using “Best” Practices in reading and modeling through guided reading and writing • Analyze and interpret student data & assess and record student’s progress • Assess & record students’ progress and provide feedback to center director and staff • Provide homework assistance /tutor and reteach students as needed <p>ADDITIONAL RESPONSIBILITIES: Maintain a tidy and orderly learning environment that is also safe. Collaborate with center staff, parents and volunteers. Participate in staff meetings and staff development. Abide by all legal educational guidelines and follow the center’s policies and procedures. Maintain excellent attendance communicating scheduled absences in advance. Some typing or data entry may be required.</p> <p>PREFERRED SKILLS</p> <p>ENJOY WORKING WITH CHILDREN BETWEEN THE AGES OF 4-12 YEARS OF AGE</p> <p>MAINTAIN A POSITIVE & PROFESSIONAL ATTITUDE REGARDLESS OF THE SITUATION</p> <p>WELL ORGANIZED, DEMONSTRATE INITIATIVE AND FOLLOW THROUGH TO COMPLETE TASKS</p> <p>MAINTAIN STRONG MORAL VALUES AND SELF-DISCIPLINE</p> <p>EXCELLENT COMMUNICATION & INTERPERSONAL SKILLS</p> <p>A TEAM PLAYER- WILLING TO WORK WITH OTHERS COLLABORATIVELY AND COOPERATIVELY</p> <p>BILINGUAL A PLUS BUT NOT REQUIRED</p> <p>PURSUIING A DEGREE IN TEACHING OR IN A SPECIALIZED SUBJECT WITH A CERTIFICATION IN EDUCATION IS IDEAL THOUGH NOT REQUIRED</p> <p>HOURS: MON-THURS BETWEEN 2:30 PM – 6:30 PM CAN WORK ANY COMBINATION OF DAYS SUCH AS M/W/F, OR T/TH, STAFF DEVELOPMENT OCCURS ON FRIDAY, SOME FRIDAYS WILL BE REQUIRED. TOTAL HOURS AVAILABLE 16-25 PER WEEK</p>			