



## **OPEN POSITION: LEAD TEACHER, RISING GRADE 3**

**(Third year Horizons students)**

### **Organization Background:**

Horizons at Carolina Day, an affiliate of the nationally renowned Horizons program, is a public-private partnership that provides academic, cultural, and recreational summer programming designed to support economically disadvantaged students in realizing their full potential. The heart of Horizons is a six week equity-centered summer academic program that supports a cohort of students in reading, writing, math, and science, paired with swimming lessons, field trips, sports, and enrichment activities in the performing and visual arts. The program also includes a year-round component featuring online tutoring, Saturday events, regular visits to schools, and communication with students' schools and teachers. Our program launched in the summer of 2018 with one class of 15 Kindergarten students. One grade (15 students) will be added each summer until the program includes K-8th grade. Because of COVID-19, our program has looked a little different in the summers of 2020 and 2021. However, this summer we will return to full capacity, serving 75 students rising into grades 1 - 5.

The primary goal of Horizons is to reverse the trend of summer learning loss that adversely impacts the long-term success of students from underserved communities. The student/teacher ratio at Horizons is approximately 5:1. Please read more about Horizons on our website if you are interested in joining our team: <https://www.horizonsatcarolinaday.org/>

**Position Overview: LEAD TEACHER, RISING THIRD (Serving current grade 2 students)**

Horizons at Carolina Day is seeking a dedicated and effective teacher with a passion for social justice and a dynamic talent for creating and nurturing a lifelong love of learning in children. We are looking for a talented, passionate, caring professional who will work as a team player to be part of this vibrant program, fulfill the Horizons mission, and create a joyous, inclusive, inspiring and educational culture. Our lead teachers will partner with an assistant teacher, work with and mentor an intern, work with education specialists in reading, music and art, and will be supported by the Executive Director. It is our hope that Horizons staff members will return to the program for multiple summers as we continue to support our students and build community within the program. This position is full time during the six weeks of the program and includes Saturday events throughout the following school year.



## **JOB RESPONSIBILITIES:**

The Lead Teacher's areas of direct responsibilities include but are not limited to:

- Design and teach high quality, culturally competent, project-based curricula to engage students in learning language arts, math, and science throughout our six week summer enrichment program.
- Plan and lead fun, community-building games and enriching experiential learning opportunities.
- Accompany students to swimming lessons and field trips.
- Serve as early care or after care supervisor one week of the program.
- Lead the Horizons staff in identifying individual students' learning profiles, building on each youth's academic strengths and coordinating resources and activities to best address his/her areas of need.
- Participate in daily meals with the students.
- Attend Family Night and Faculty Meetings, and execute other duties that may be required.
- Attend required training, orientation and planning sessions prior to the start of the program.
- Assist in the training and supervision of program staff, including assisting in planning and facilitating professional development and ongoing coaching for staff.
- Share instructional strategies and student information with other staff, as needed.
- Mentor an intern.
- Work with staff to review assessment data and align curriculum across subject areas.
- Develop and nurture a safe, respectful, challenging and fun learning environment.
- Meet regularly with the Executive Director as needed to accomplish goals and/or problem-solve as issues occur.
- Help maintain ongoing communication with parents, caregivers and school year teachers.
- Participate in the planning and delivery of half-day learning activities for students and families on Saturdays throughout the school year.
- As needed and appropriate, aid in accessing and attracting useful resources of community institutions, the school system, public agencies, and local businesses for the benefit of Horizons.
- In collaboration with the Executive Director, provide ongoing input into this job description as the position unfolds.
- Perform other duties as assigned by the supervisor.

## **QUALIFICATIONS:**

In addition to a strong commitment to Horizons' mission, this position requires a balance of knowledge of best practices, practical experience, and proficiency in the skills of instruction. The ideal candidate for the Lead Teacher position must be flexible, well organized, capable of taking initiative, and full of enthusiasm for both teaching and learning. More detailed qualifications for this position include, but are not limited to:



- Recommended 5 or more years working as an early elementary school teacher, with a gift for both building on students' love of learning and bolstering their basic academic skills.
- Proven abilities to: relate well to diverse children and families; plan and deliver engaging, challenging lessons for school-age children of diverse backgrounds; and teach using effective strategies for second language learners.
- Knowledge and skill in classroom management, social-emotional learning and specific strategies for developing children's non-cognitive skills, such as focus, determination, empathy and self-discipline.
- Understanding and knowledge of the issues and challenges facing families living in poverty in our area.
- Experience designing and delivering curriculum for early elementary second language learners.
- Strong passion for working with youth and making a difference in the lives of students from under-served communities.
- Ability to maintain good communication between all parties, to ask for input when needed, and to provide feedback to the ED and other staff as the program unfolds.
- Excellent communication, organizational, interpersonal and time management skills.
- Leadership experience and ability to work as a member of a multidisciplinary team.
- Resume, background check, and drug screening required.

**Dates:** June 21st-July 29th, 2021 (off July 4th & 5th)

**Hours:** 8AM-4PM daily\* with lunch break and planning time included in the day. \*One week of the program, early or late hours will be required to staff early and after care.

**Required training:** April 19: 4-7PM; May 3: 4-7PM; May 14: 1-5PM; on the Carolina Day School campus

**Required student safety orientation:** TBD

In addition to the summer program, you will be invited to attend at least 3 of 4 quarterly Saturday activities during the school year. Occasional school year opportunities may grow as the program expands. These activities will be separately compensated.

**Compensation:** \$5100

**To Apply:**

Please send a resume and cover letter, outlining your skills, experience and interest in the program, to Jenny Tracy, Executive Director of Horizons at Carolina Day:

[employment@carolinaday.org](mailto:employment@carolinaday.org)

Use subject line: **“Horizons at CDS Lead Teacher.”**

Horizons at Carolina Day is an equal opportunity employer.



## Americans with Disabilities Specifications

### Physical Demands:

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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### Work Environment:

Work environment characteristics 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 exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.