



JOB DESCRIPTION: Summer at Thornton Academy Teacher Coordinator

Nature of the Position and Accountability

Teacher Coordinators are responsible for supervision of students, planning of afternoon, evening and weekend activities, and participation in those activities with a cohort of students for the length of the program. Each teacher coordinator is responsible for curriculum development, instruction, and assessment for a class to be determined by the Summer Programs Director and teacher. Teacher coordinators will report directly to the Summer Program Director.

Job Requirements

This position requires an individual who:

- Has demonstrated success in supervising youth, preferably teenagers.
- Is willing to be active in participating in all planned activities.
- Has experience teaching in a classroom setting, preferably teenagers.
- Has experience in developing curriculum for a short-term learning program.
- Has exceptional verbal skills (oral and written).
- Has a positive, friendly personality to handle the needs of foreign students.
- Can exercise skills of good judgment in emergency situations.

Performance Responsibilities

Tasks for this position include but are not limited to:

- Working with the Director and other ELL summer camp personnel in developing a program of active and diverse recreation activities for the camp.
- Participating in all planned activities (afternoon, evening, weekend) during the four-week camp, with one afternoon & evening free each week.
- Encouraging all students to participate in activities.
- Being able and willing to drive students in Thornton Academy vehicles to/from planned activities.
- Ensuring the safety and positive activity of all students at all times.
- Living on campus in a dorm room throughout the program.
- Understanding and communicating summer camp rules, managing student conduct appropriately, and reporting serious issues or problems to the Camp Director.
- Supervising students during mealtimes.
- Designing and teaching two courses for the four-week camp program.
 - Create necessary classroom materials.
 - Develop interesting, varied, and informative lesson plans.
 - Ensure that class sessions include authentic materials and experiences.
 - Assess students to guarantee a high-level of learning.
 - Implement appropriate practices for good classroom management.
- Collaborating with other Teacher Coordinators during the program.
- Evaluating the activity component of the summer program following its completion.
- Other duties as required as directed by the Summer Programs Director.

Required Application Process - All those interested in applying must submit:

- School application form available at www.thorntonacademy.org careers page
- Letter of interest
- List of three references with contact information

Please note “Applicant: Teacher Coordinator” in the Subject line.

All materials should be submitted electronically to Lisa.estabrook@thorntonacademy.org

If electronic submission is not possible, materials may be mailed or delivered to: Lisa Estabrook Thornton Academy 438 Main Street Saco, ME 04072

The Thornton Academy Board of Trustees has adopted a non-discrimination policy. Thornton Academy considers all applicants without regard to race, age, color, ancestry or national origin, religion, gender, gender identification, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status.