



Job Title: Summer School Teacher
Department: Refugee & Asylee Programs, Albuquerque
Position Type: Short-Term Contractor (June 2022 – July 2022)
Reports To: Education Coordinator

SUMMARY

Lutheran Family Services Rocky Mountains (LFS) offers a Six-week summer school program to newly arrived middle and high school refugees each year. Summer School Teachers are responsible for teaching English, math and science to these students. Many of these students have very limited English language skills, as well as limited literacy and math proficiency. Teachers will work independently, as well as in collaboration with the other Summer School Teachers and with LFS staff. Summer School will take place Monday-Friday, from June 6, 2022 – July 14, 2022.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attend each day of summer school, teach classes, supervise students' free time during instruction hours, provide supervision during guest visits, and chaperone field trips.
- Create or identify appropriate curriculum (for middle school or high school students, focusing on either English or math) and share an excerpt with Education Coordinator no later than May 29, 2022. Curriculum must include a method of pre- and post-assessment.
- Submit the completed proposed curriculum to the Education Coordinator no later than June 5, 2022 and submit any changes to the curriculum prior to implementation.
- Attend all summer school planning meetings (at least one in June, and one in July).
- Complete trainings as assigned.
- Participate in weekly meetings during summer school to discuss day-to-day accomplishments and challenges.
- Compose a final report outlining major accomplishments, challenges, and areas for future improvement and submit this report to the Education Coordinator no later than August 1, 2022.
- Prepare to modify and complete all of these tasks remotely, if necessary.

AGENCY-WIDE ESSENTIAL DUTIES

- Ensure that program services are provided in accordance with quality assurance standards of the agency, state, accrediting organizations and HIPAA.
- Comply with all federal, state, and LFS contracts and regulations.
- Communicate with LFS staff regularly and proactively.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervise volunteer and/or paid classroom assistants, if applicable.

QUALIFICATIONS

- Experience working with youth age 11-18.
- Cross-cultural sensitivity and knowledge with the ability and desire to work with people of other cultures, most of whom will have limited English language skills.
- Ability to teach and communicate with clients for whom English is not the primary language.
- Excellent English written and oral communication skills.
- Experience making decisions and mediating conflict under pressure.
- Ability to collaborate effectively with others.
- Ability to teach without direct supervision.
- Computer skills in Word/Google Docs, Excel/Google Sheets, and the use of email.
- Commitment to the mission, values, and vision of LFS.



**LUTHERAN
FAMILY SERVICES**
Rocky Mountains

NEWCOMER ACADEMY SUMMER SCHOOL Teacher Job Description

- Ability to pass a background check.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from a four-year college or university; or two years teaching experience; or equivalent combination of education and experience. TESOL certification preferred.

HOURS

Summer School Teacher applicants should plan to be available from 9:00-4:00, Monday-Friday, for the duration of summer school. Hours will be determined upon hire.

COMPENSATION

Pay begins at \$18-22 per hour, depending on experience.

HOW TO APPLY

Email a current resume and cover letter to LFS Education Coordinator, Mohammad Munir, at Mohammad.munir@lfsrm.org by May 30, 2020.