



Lead Teacher Job Description

REPORTS TO: Site Coordinator

ESSENTIAL QUALITIES

Omega CDC requires the following qualities of each Scholars of H.O.P.E. staff:

- Past experiences and actions reflect a commitment to the Omega CDC mission and core values.
- Demonstrates a sense of urgency and relentless pursuit of significant student achievement in a high need, urban environment.
- Reflective, self-aware and adaptable to others' communication and work styles.
- Critical thinker and problem solver who takes initiative.
- Belief in the power of collaboration and strives to build a collaborative culture with Omega CDC community, staff, families, students, Dayton Public Schools employees, and other partners.

ESSENTIAL FUNCTIONS

The Omega CDC Teachers are responsible for the direct implementation of the chosen academic programs in reading, math and other identified core academic programs emphasized in the project.

I. INSTRUCTION

- Designs and implements engaging lessons and activities for students that are aligned with the identified reading and math programs and student's individual learning outcomes.
- Works with students (one-on-one or in small groups) to support their individual learning progress
- Conducts informal assessments of students and complies with ongoing formal assessments.
- Supervises all program students and assists with student movement throughout the building.
- Communicates with parents, other school and program staff and project partners to offer support and continuity of services.
- Ensures the safe arrival and departure of students from one program activity to another.
- Partners with parents and community members as well as agencies to encourage their involvement in the academic learning and growth of all participants.
- Contribute in meaningful ways to school-wide goals and student goals, including adjusting instruction as the result of review of individual and aggregate assessments.
- Implement afterschool and summer policies and procedures.
- Supervise students at all times and supervise non-school activities including field trips.
- Maintain accurate records and submit lesson plans and reports on time.
- Complete lesson planning in accordance with curriculum and Site Coordinator and Out-of-School Time Director suggestions.
- Respect personal privacy; maintain the confidentiality of privileged information.

- Participate in required training and use self-initiative to build skills as part of professional development.
- Participate in program evaluation and continuous quality improvement activities.
- Perform other specific job-related duties as directed in accordance with the negotiated agreement

PREFERRED QUALIFICATIONS

- I. **EDUCATION:** Bachelors or Masters degree from an accredited institution of higher learning in education, social work, child development, recreation or related field. Teacher certification is preferred and should be long-range goal if not already obtained.
- II. **EXPERIENCE, KNOWLEDGE & SKILLS:**
- Experience in teaching in a classroom setting.
 - Knowledge of Out-of-School Time initiatives.
 - Excellent verbal and written communication skills.
 - Ability to meet deadlines and manage multiple tasks.
 - Computer skills to support instruction.
 - Valid Ohio Driver's License.

All interested candidates should send resumes and cover letter to Dormetria Thompson at dtompson@omegacdc.org.

Selected candidates are required to pass a FBI/BCI background check.



OMEGA
COMMUNITY DEVELOPMENT CORPORATION