



## **Assistant Teacher Job Description**

**Location: Cristo Rey Philadelphia High School**

**6 weeks Summer Program - June 21 - July 30, 2021**

### **Organization Background**

A new affiliate of the national Horizons summer enrichment program has opened at the Cristo Rey Philadelphia High School, a college preparatory, Catholic school for students of all faiths. Horizons at Cristo Rey Philadelphia is a public/private partnership offering a summer program that addresses the achievement and opportunity gaps of high-need children in North Philadelphia throughout their elementary school careers.

The heart of the Horizons model is an exemplary six-week 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 family events, enrichment activities and regular visits to and communication with students' schools and teachers.

The Horizons Cristo Rey program will launch in summer 2021 with one class of 15 Kindergarten students and one class of 15 first grade students. One additional grade of 15 kindergarten students will be added each summer until the program includes K-8th grade. The student/teacher ratio at Horizons Cristo Rey will be approximately 5:1.

### **Qualified Candidates will meet the following criteria:**

- Bachelor's degree in education or related field.
- Minimum of one-year experience as a classroom teacher.

### **Responsibilities for this Assistant Teacher professional include, but are not limited to:**

- Educator for approximately 15 students during a six-week summer enrichment program.
- Works in conjunction with a Lead Teacher to plan, organize, manage and instruct using a wide range of teaching methods.
- Creates a positive partnership and atmosphere with other Horizons lead teachers, assistant teachers, and volunteers.
- Attends all field trips, program meetings, program family events and participates in school year-round programming.
- Participates in daily meals with the students.



- Oversees and encourages the students as they learn to swim.
- Contributes feedback about student progress to the Lead Teacher
- Fulfills any other tasks or duties as requested or assigned by the Lead Teacher and Executive Director

**An ideal candidate possesses and demonstrates the following:**

- Commitment to Horizons' mission and a belief in its effectiveness in helping students reach their full potential.
- Passion, enthusiasm, and energy for working with young children
- Willingness, ability, and desire to work collaboratively as a member of teams.
- Ability and desire to engage students in active learning through non-traditional, hands-on, project-based methods.
- Ability to acknowledge racial disparities in educational opportunities and how they adversely affect children of color in under-served communities.
- Commitment to a welcoming, inclusive learning environment for all students.
- Outstanding interpersonal, organizational, and communication skills, including relative comfort integrating technology for record-keeping and communication

All Horizons Cristo Rey staff must complete state and federal clearances; attend safety trainings; and participate in approximately four Summer Program planning meetings and professional development sessions leading up to the start of the program. Interested candidates should submit a current résumé and letter of interest with three professional references to Keshema Davidson at [kdavidson@crphs.org](mailto:kdavidson@crphs.org).