



**Lead Teacher Job Description  
2021-2022 School Year**

<b>Position Title:</b>	Lead Teacher
<b>Reports To:</b>	Program Coordinator Pastor of Shalom International Ministry, Rev. Gad Mpyo
<b>Schedule:</b>	Approximately 15 afterschool program hours per week during school year (mid-August through mid-May): Monday-Thursday 4:00-7:15pm, Fridays 4:00-6:00pm Some planning, preparation, curriculum development and meetings outside of afterschool program hours
<b>Anticipated Start Date:</b>	August 16, 2021

**Overview of Inspire**

Inspire: A Shalom Afterschool Initiative (Inspire) is an afterschool program for middle school refugee students in Clarkston, Georgia. Inspire strives to provide students a safe, constructive place to spend their afternoons; help students understand the language and academic content of their classes; foster positive relationships built across cultural and language groups; and encourage confidence, a sense of self, and a sense of belonging. Located within Memorial Drive Ministries, the afterschool program serves approximately 25 students ages 11-15 who live next door to the church campus. At Inspire, students eat snack, participate in enrichment activities (e.g., guitar, soccer, art, etc.), and receive academic support to assist them in their studies. The program is run by two paid staff with the support of approximately 25 volunteers each week.

**General Description**

Inspire, an afterschool ministry for middle school refugee students, under the aegis of Shalom International Ministry, is seeking a part-time Lead Teacher. The Lead Teacher at Inspire is the primary person responsible for overseeing our Learning Center, a self-directed Montessori-inspired room with various activities that students choose from to engage with individually. S/he is responsible for curriculum development and preparing the activities available in the Learning Center and for overseeing student engagement with them. The Lead Teacher also assists with student pickup and drop-off each day. In addition, s/he leads enrichment activities, conducts weekly home visits, and assists with other program aspects as needed.

**Essential Job Functions**

- Plan, prepare, and implement engaging, self-directed, hands-on activities for the Learning Center.
- Oversee the Learning Center, ensuring student engagement and focus.



# INSPIRE

a shalom afterschool initiative

5140 Memorial Drive  
Stone Mountain, GA 30083  
[shalominternationalministry.com/inspire](http://shalominternationalministry.com/inspire)

- Integrate volunteers, supervising and utilizing their presence effectively to best meet the needs of the students and the classroom.
- Coordinate with Program Coordinator regarding Learning Center activity plans & needed materials.
- Collaborate with Program Coordinator and volunteers to plan and lead enrichment activities (art, sports, games, gardening, music, STEM challenges, cooking, LEGOs, etc.)
- Utilize appropriate behavior management techniques to ensure a safe and productive learning environment for all.
- Meet students at their bus stop (4:25pm); supervise and walk with students to afterschool building.
- Supervise students as they dismiss and return home; walk with students to their apartments during warm/light months; drive students home during winter/dark months.
- Conduct home visits on Friday afternoons in students' homes (COVID-19 restrictions apply) to encourage dialogue between students and parents; liaise between students, families, and the school; and build rapport, relationship, and trust.
- Assume leadership and run all program activities in the absence of the Program Coordinator.
- Provide Program Coordinator with frequent updates on students regarding academic progress, interests, behavior, and overall well-being.
- Meet with Program Coordinator monthly to discuss lesson plans, student progress, ideas, and concerns.

## Qualifications

- Coursework towards a degree in education or related field required; Bachelor's Degree preferred
- Experience working with youth in an educational setting, preferably with refugee and/or immigrant youth
- Sensitivity and openness to people of all cultures, ethnicities, and religious backgrounds
- Energy and ability to be physically active and mentally prepared to work with youth of different ages, abilities, and backgrounds
- Valid driver's license, reliable access to a car and proof of insurance
- Background check clearance

## Compensation

This is a part-time salaried position. The position will require approximately 15 hours per week during the school year (mid August through mid May). Starting salary is \$7,425 with opportunity for increase based on tenure and performance.

## To Apply

To apply for this position, please email a resume, cover letter, and references to Rev. Gad Mpoyo at [jobs.inspireafterschool@gmail.com](mailto:jobs.inspireafterschool@gmail.com). Applications will be accepted through July 30, 2021 and interviews will be conducted in the first week of August.

an outreach of

