

Glen Ellyn Children's Resource Center

Job Title: Summer School Lead Teacher

Location: Churchill Elementary, Glen Ellyn, IL

Program Dates: June 18th-August 2nd (June 17th Staff Meeting)

Days per week: Tuesday – Thursday (Field Trip July 15th) (Victory Sports Camp July 29th-August 2nd (Monday-Friday)

Hours: 8:00am– 12:30pm, 6.5 additional hours of prep time each week

Program History:

The Glen Ellyn Community Resource Center opened in April 2002 with the support of the county-run DuPage Prevention Partnership and initially served the children residing at the Parkside Apartment Complex. In the fall of 2003, we moved to the classroom space offered by Faith Lutheran Church of Glen Ellyn and became a 501c(3) nonprofit corporation in order to better serve the greater Glen Ellyn community. We then changed our name to the Glen Ellyn Children's Resource Center and are among the area's most active nonprofits, empowering a growing number of low-income and refugee Asian, African and Hispanic children to achieve their fullest potential.

GECRC empowers children to realize their full academic and personal potential through our intensive five-day-a-week, after-school tutoring and mentoring program. Participation is open to all students who attend Districts 41 or 89 schools and meet low-income and academic risk guidelines. Students are referred by teachers, social workers, school administrators or social service agencies. Annually our program serves over 130 immigrant, refugee and American born students from 14 different countries and people groups.

The Services We Provide:

The GECRC provides cost free academic support to low income children in Glen Ellyn. Participation is open to all students who attend Districts 41 or 89 schools and meet low income and academic risk guidelines. Students are referred to us through teachers, social workers, school administrators, or social service agencies. Annually our program serves over 80 immigrant, refugee, and American born students from 14 different countries and people groups.

Primary Purpose of the Job:

The Summer School Lead Teacher is responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, and psychological growth. Candidate is responsible for organizing and implementing an instructional program that will result in students achieving academic success in accordance with the Glen Ellyn Children's Resource Center policies and provided curriculum.

Candidate must be self-motivated, organized, and able to effectively communicate with students, parents, staff, and volunteers. Candidate is expected to be professional at all times. Flexible working style is a must. Summer School Lead Teachers must support and practice imaginative, engaging and learner-centered education and be able to work individually and collaboratively with colleagues. Candidate must be able to walk and lift heavy items (ex: boxes of books).

Primary Responsibilities Include:

- Manages a classroom of up to 20 students, including incorporation of volunteers.
- Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and individual needs.
- Maintains effective and efficient record keeping.
- Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
- Communicates effectively, both orally and in writing, with students, parents, volunteers and other professionals on a regular basis.
- Collaborates with peers to enhance the instructional environment.
- Models professional and ethical standards when dealing with students, parents, peers, volunteers and community.
- Ensures that student growth and achievement is continuous and appropriate for age group and subject area.
- Establishes and maintains cooperative working relationships with students, parents, and schools, as measured by GECRC survey results.
- Effectively manages classroom resources and behavior.
- Utilizes assistance from volunteers and interns.
- Participates in weekly staff meetings.
- Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, team collaboration, etc.
- Performs other duties and responsibilities as assigned by their supervisor.

Required Experience and Education:

- Minimum undergraduate degree; preferred degree in education, school counseling, human services, or related field.
- Passionate advocate for reducing the educational achievement gap with a commitment to the mission and goals of GECRC.
- Demonstrated ability to motivate students.
- Understanding of refugee, immigrant, and disadvantaged populations.
- Ability to work effectively with volunteers.
- Effective problem-solving, planning and organizational skills.
- Minimum of 1 year experience working with diverse populations preferred.
- Preference of at least 2 years of experience working with children in an academic setting (elementary school and/or ELL preferred).

- Ability to communicate clearly orally and in writing with families and students from varied educational and cultural backgrounds, as well as volunteers of all ages.
- Demonstrated ability to work independently, and on a team.
- Able to work on multiple projects and deadlines simultaneously.
- Positive attitude, strong work ethic, flexible, and self-directed.
- Able to perform some minor lifting of equipment as well as active movement with the children.
- Bilingual (Spanish, Nepali, Burmese) a plus.

How to Apply

- Please send cover letter, resume, and provide 2-3 references to dwleklinski@gecrc.com

Statement of Nondiscrimination

- The Glen Ellyn Children's Resource Center is an Equal Employment Opportunity Employer. We provide employment opportunities without regard to race, creed, color, sex, age, religion, sexual orientation, disability, or national origin. The Glen Ellyn Children's Resource Center utilizes only job-related criteria in making decisions concerning applicants and employees.