



ACE ACADEMY
African Arts, Culture & Education

AFTER SCHOOL READING INSTRUCTOR
JOB DESCRIPTION

The ACE Academy 21st Century Community Learning Center program based in two locations: Silver Spring and Takoma Park, Maryland, is seeking experienced reading instructors to conduct a comprehensive reading program for children in grades 1 through 5. The ACE Academy program operates 4 days a week, Monday – Thursday, from 4:00 PM – 6:30 PM. The Reading Instructor needs to be flexible to adapt to changes in day-to-day program routines. In addition to program implementation, staff are required and paid to attend regularly-scheduled staff meetings, professional development trainings, student field trips and parent events. Position reports directly to the Site Coordinator. The start date is October 2, 2017 and the rate of pay is \$25 - \$29 an hour, depending on credentials and experience.

Job Responsibilities:

- Plan and conduct daily lessons using the Voyager Sopris Reading Program and Playbooks Reader's Theater (materials provided); incorporate character education activities using MOVE This World program (training prior to program implementation will be provided).
- Adhere to scheduled arrival and departure times.
- Participate in staff meetings, parent events, field trips and professional development workshops beyond program hours including an occasional weekend
- Adhere to policies and procedures as outlined in the ACE Academy staff handbook.

Requirements:

- Reliable transportation.
- A criminal background check is required prior to start date.
- Ability to work as a member of a team.
- Teaching certificate preferred; two years' experience working with elementary school age children required.
- Experience working with children from diverse cultures.
- Must have good interpersonal skills.
- Experience with Microsoft Office.

To apply for the position, send a cover letter and resume to info@collaborationcouncil.org. Please note "Reading Instructor Position" on the subject line. Position is open until filled. The Collaboration Council is an Equal Opportunity Employer.