



# Agape Community Center

378-18<sup>th</sup> Avenue, San Francisco, CA 94121 Phone: 415-387-7204 Fax: 415-751-6389

Website: [www.accsf.org](http://www.accsf.org) Email: [accsf@accsf.org](mailto:accsf@accsf.org)

## *Position: AM English Teacher - Elementary*

### Position Summary:

- Prepare students for future academic lives by promoting mental, physical and social development
- Introduce abstract concepts and help students develop critical thinking skills and problem solving skills
- Teach Christian education and promote/model Christian values

### Responsibilities:

- Develop lesson plans that provide individualized and small group instruction in order to adapt the curriculum to the needs of each student.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- Submit weekly lesson plans to the program coordinator for review and suggestions. Keep daily plans in easy access in the event that a substitute is needed.
- Be responsible for classroom management and student discipline in keeping with the school guidelines and policies.
- Create an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers. Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
- Organize and lead activities designed to promote physical, mental, and social development, such as games, arts and crafts, music, and storytelling.
- Monitor students in a variety of educational environments (e.g. classroom, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment. Identify student needs and discuss with the program coordinator in assessing and helping students solve health, attitude, and learning problems.
- Report accidents and/or concerns to the program coordinator. Keep accident reports in the logbook.
- Be available to talk to parents or guardians as needed.
- Direct, evaluate, supervise and plan assignments for volunteers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Attend daily and other meetings as required.
- Be available and prepare students for Open House.

**Please submit your resume to Helen Leong, Agape Community Center. Please call or email for questions in regard to this position.**



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## *Position: AM English Teacher - Middle School*

### Position Summary:

- Prepare students by building on the fundamentals they learned in elementary school and prepare them for higher grades
- Teach Christian education and promote/model Christian values

### Responsibilities:

- Plan activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Provide group and individual instruction to motivate students, and effectively utilize the time available for instructional activities.
- Establish clear objectives for all lessons, units, and projects, and communicate these objectives to students. Constantly pursue alternative solutions to student learning problems.
- Submit weekly lesson plans to the program coordinator for review and suggestions. Keep daily plans in easy access in the event that a substitute is needed.
- Be responsible for classroom management and student discipline in keeping with the school guidelines and policies.
- Maintain an effective learning environment through the utilization of exhibits, displays, and independent study centers.
- Observe students' performance, behavior, social development, and physical health. Monitor students in a variety of educational environments (e.g. classroom, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Identify student needs and discuss with the program coordinator in assessing and helping students solve health, attitude, and learning problems.
- Report accidents and/or concerns to the program coordinator. Keep accident reports in the logbook.
- Be available to talk to parents or guardians as needed.
- Direct, evaluate, supervise and plan assignments for volunteers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Attend daily and other meetings as required.
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