



# 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 Teacher - Elementary***

### Position Summary:

- AM teachers - Elementary are vital in supporting the mission of Agapeland. They model and teach Christian values and prepare students academically for the upcoming school year.
- The AM Teacher is responsible for the management and instruction of a group of similarly-aged elementary students between 9 AM to 12:30 PM. AM teachers also oversee assistants assigned to their classroom and report to the AM Coordinator.
- 25 hrs/week

### Responsibilities:

- Plan lessons and instruct students in academic and enrichment classes (including English Language Arts, Math, Science, Bible, Arts/Crafts, etc.) daily according to the summer schedule (about four 30 minute academic blocks per day).
- Assess students' abilities, strengths, and areas to improve on.
- Adopt lessons to students' abilities and class size, providing small group and individualized instruction to meet the needs of the students.
- Present and reinforce learning concepts/objectives for all lessons, units, and projects
- 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 program's 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 and assess student needs and discuss with the program coordinator in helping students solve health, attitude, and learning problems.
- Document attendance daily and maintain accurate records
- Report accidents and/or concerns to the program coordinator. Keep accident reports in the logbook.
- Communicate with parents weekly via a newsletter. Be available to talk to parents or guardians as needed.
- Direct, evaluate and supervise assistants for the purpose of providing an effective learning environment and addressing the needs of individual students.
- Attend daily and other meetings as required.
- Be available and prepare students for Open House.
- Perform all other duties as assigned by the Program Coordinator.

### Preferred Qualifications:

- Be 18 years old
- Finished first year of college or have related work or volunteer experience
- Adhere to Agape Community Center's mission and values
- Teaching or volunteer experience at a summer camp or other education setting
- Ability to plan, prepare, and deliver lesson plans and instructional materials that facilitate Christ-centered learning.
- Model and promote Christian values in attitude, speech, and actions towards others
- Be mature, flexible, able to handle stress, maintain professionalism and integrity
- Computer Skills

### Compensation

- Based on experience and education, 25 hrs/week

### Notes:

- Hiring is immediate and will continue until all positions are filled.
- If you are selected for a position, you must submit documents as needed for employment processing and also go through a simple background check

### Application Procedure:

- Each applicant must submit an official application to ACC and a brief cover letter stating why they are interested in the position. The official application can be found at <https://accsf.org/jobs/>
- After submitting your application, you will be contacted if ACC would like to interview you.
- If you are a new applicant, you will be scheduled for both phone and in-person interviews.
- Please email Helen Leong of ACC at [accsf@accsf.org](mailto:accsf@accsf.org) or call if you have any questions regarding this position.
- Please submit your resume to Helen Leong, Agape Community Center, and email is [accsf@accsf.org](mailto:accsf@accsf.org).



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

### Position Summary:

- AM teachers - Middle School are vital in supporting the mission of Agapeland. They model and teach Christian values and prepare students academically for the upcoming school year. Teachers prepare the students by building on the fundamentals they learned in elementary school and prepare them for higher grades.
- The AM Teacher is responsible for the management and instruction of a group of similarly-aged Middle School students between 9 AM to 12:30 PM. AM teachers also oversee assistants assigned to their classroom and report to the AM Coordinator.
- 25 hrs/week

### Responsibilities:

- Plan lessons/activities and instruct students for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate. Adopt lessons to students' abilities and class size, providing group and individual instruction to motivate students, and effectively utilize the time available for instructional activities.
- Establish and present clear objectives for all lessons, units, and projects, and reinforce them to students. Constantly pursue alternative solutions to 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 and assess students' performance, behavior, social development, and physical health; discuss with program coordinator to address issues of health, attitude and learning problems.
- 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.
- Report accidents and/or concerns to the program coordinator. Keep accident reports in the logbook.
- Communicate with parents weekly via a newsletter. Be available to talk to parents or guardians as needed.
- Direct, evaluate, supervise classroom assistants for the purpose of providing an effective learning environment and addressing the needs of individual students.
- Attend daily and other meetings as required.
- Be available and prepare students for Open House.

### Preferred Qualifications:

- Be 18 years old
- Finished first year of college or have related work or volunteer experience
- Adhere to Agape Community Center's mission and values
- Teaching or volunteer experience at a summer camp or other education setting
- Ability to plan, prepare, and deliver lesson plans and instructional materials that facilitate Christ-centered learning.
- Model and promote Christian values in attitude, speech, and actions towards others
- Be mature, flexible, able to handle stress, maintain professionalism and integrity
- Computer Skills

### Compensation

- Based on experience and education. 25 hrs/week

### Notes:

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