

# Palomino Jr. ILEAD Assistant Teacher

The role of the Jr. ILEAD Assistant Teacher is to support the Jr. ILEAD teacher in implementing a well-rounded program for **middle school** students in the MentorKids after-school and summer programs. Assistant teachers support the program by assisting with daily program activities/lessons, utilizing classroom management techniques, providing administrative support and collaborating with the Jr. ILEAD teacher to improve the after school and summer program.

## Schedule and Compensation:

- Up to 16 hours a week, Monday-Thursday from 2 pm-5:30pm
- Hours are available for administrative work, community events and meetings outside of program hours.
- There is **no program** on early release/no school days based on the Paradise Valley district calendar.
- \$14.50/hour

## Primary Responsibilities

- Be on-site during above mentioned program hours.
- Assist Jr. iLEAD Teacher with weekly activities including: bible and leadership Lessons, career activities, academic help/tutoring, reading activities, discipleship groups and enrichment activities to ensure student success and promote MentorKids core values (academic achievement, Lead small groups of students (less than 50% of class) in reading activities, girls' discipleship or other lesson related activities as directed by Jr. iLEAD Teacher.
- Model and teach Godly leadership and social skills (respect, responsibility, kindness, helpfulness/service, patience, perseverance, good decision making) which promote MKUSA core values and student success.
- Support the Jr. ILEAD teacher's classroom management plan by redirecting students, meeting with parents (along with other Jr. ILEAD staff), supervising students and enforcing program rules/expectations.
- Build a positive, mentorship relationship with students to limit negative student behavior and teach MKUSA values.
- Assist with daily program procedures by distributing snack, taking attendance, and ensuring students sign out of program at the end of the day.
- Set up and clean up the classroom or facilities used.
- Input and update student enrollment and attendance information in Mentor Kids Rock database.
- Communicate with parents regarding student enrollment, upcoming events and program updates.
- Attend Jr. ILEAD/iLEAD team meetings at least 2x a month and Palomino monthly staff meetings to ensure program vision, focus and unity.
- Review and utilize personal productivity beast guide weekly to meet job related goals

## Additional Responsibilities

- Participate in program tours for interested volunteers, donors, and ministry partners.
- Manage daily meal record counting, recording and distribution to students (if needed).
- Provide direction and/or support to volunteers and maintain a record of volunteer hours.
- Attend and assist with MKUSA community events (most will be on weekends - will be given at least 2 weeks notice)

- Assist with additional responsibilities as assigned by Jr. ILEAD Teacher, Program Coordinator or Neighborhood Manager.
- Contribute to student Impact Stories and monthly report once a month.
- Support Jr. ILEAD Teacher in building positive relationships with school staff and ministry partners.

### **Qualifications**

- 1+ year(s) of experience leading or teaching 5-12 grade students in a ministry or school environment (preferably 6-8 grade students)
- Desire to facilitate discipleship (small groups and one-on-one) with middle school girls and help them grow in their faith and leadership potential
- Demonstrates a vibrant and growing Christian faith.
- Must be a collaborator, an effective communicator, and demonstrate good organizational skills.

**\*\*Position has the potential to become a co-teacher with our current teacher starting fall 2024\*\***