



URBAN LEAGUE OF BROWARD COUNTY

Job Description

Title: Certified Teacher – Part Time
Classification: Non-Exempt
Department: Programs
Supervisor: As assigned
Revision Date: May 30, 2014

Purpose of Position

A Certified Teacher provides academic instruction related to literacy and/or math curriculum to youth participants in a classroom environment. Implement learning activities and administer pre and post testing for academic components.

Job Responsibilities

- Provides academic support and assistance.
- Assesses the academic needs of participants and develops plans to improve student performance.
- Assists direct service staff in program implementation.
- Maintains documentation in client files as needed.
- Actively participates in ULBC special event committees and projects.
- Performs other duties as assigned.

Standards for Measuring Performance

- Excellent written and oral communication skills.
- Outstanding organizational skills.
- Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- Must be able to operate and personal computer using Microsoft Office or similar application.
- Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- Ability to balance the needs and expectations of multiple constituents.
- Positive and team-oriented attitude.

Education/Experience

Bachelor's degree and current Florida Teaching Certificate.

Other

Must have a valid Florida drivers license and reliable transportation.
Must pass a level 2 background screening and drug test.

Submit Cover Letter and Resume to: HIRING@ULBCFL.ORG
THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER