

**Job Description 2022**

**Location:** Horizons at Lancaster Country Day School

**Job title:** Lead Teacher

**Reports to:** Executive Director

**Compensation:** \$163 per day for 35 days, which includes 29 days of the summer session plus pre-program planning and occasional Saturdays throughout the 2022-2023 school year

**Level/Grade:**

TBD

**Type of position:**

Full-time Temporary

**Monday – Friday**

8:00 – 3:30pm

June 20- July 28 (June 20 open house for new students, July 5 closed)

**General Description:**

- ✓ Educator for approximately 15 students of a variety of skill and ability levels
- ✓ Responsible for planning and instruction of daily classroom schedule using a range of modalities and materials with a focus on a hands-on, project-based curriculum
- ✓ Maintain attendance records, write lesson plans, teach lessons, and provide evaluative feedback
- ✓ Work in partnership with assistant teacher, reading specialist, and approximately 2-3 student volunteers in the classroom each day
- ✓ Maintain communication with students' parents via regular phone calls and weekly newsletters
- ✓ Plan lessons based on testing data and progress monitoring
- ✓ Supervise assigned volunteers and assistants
- ✓ Attend daily swim lessons with students, providing encouragement
- ✓ Attend orientation/planning sessions prior to beginning of summer program
- ✓ Lead Teacher is required to attend all field trips, participate in meals with the students, attend occasional Horizons family events and faculty meetings, as well as all other duties that may be required by his/her supervisor.
- ✓ Candidate should be able to help create and nurture a lifelong love of learning in children. Horizons at LCDS seeks a professional, caring individual with the ability to implement strategies to engage students in active learning through a non-traditional approach. Candidate must work as a team player to help fulfill the Horizons mission.

**Qualifications:**

- A strong desire to help make a difference in the lives of low-income students from the city of Lancaster
- Experience working with elementary or middle school aged children
- Experience creating hands-on, experiential learning opportunities
- Ability to create lessons implementing technology, such as laptops and iPads
- Strong background in reading and writing instruction
- Ability to communicate clearly and professionally with fellow staff, volunteers, and parents

**How to Apply:**

Please send brief cover letter, resume, and two professional references to:

Rebecca Fowler, Executive Director

[fowlerr@lancastercountryday.org](mailto:fowlerr@lancastercountryday.org)

