

THE LEACOCK FOUNDATION

2019 LEAP into Literacy Summer Camp Teaching Position Description

We are looking for innovative teachers who want to be part of an engaging, collaborative teaching team in a camp-like setting! We serve elementary aged students in underserved communities.

Camp Dates: July 2-26, 2019 8:30 a.m. to 3:30 p.m.

Duties, Roles and Responsibilities

Pre- Camp Responsibilities

- Attend mandatory staff training/orientation planning session in May/June. Meeting details will be sent out in April.
- Review curriculum framework goals and any other program related academic materials
- Read and sign Leacock Communication and Behaviour policies.

Responsible for, but not limited to

- Pre-program planning with other teaching staff and attending staff meetings during the course of the program
- Completion of curriculum planner based on literacy goals
- Implementing daily literacy program of reading and writing activities and experiential learning experiences
- Implementing and managing reading, writing, and attitude assessments in a timely manner during week one and week four
- Completing one progress report to be sent home with student at end of Camp
- Working with assigned student volunteer(s) to establish appropriate teaching assistance and supervision
- Meeting with student volunteer(s) to review “measure of success” volunteer criteria (only with volunteers who have committed to 4 week period)
- Implementing safety procedures throughout the program
- Fulfilling assigned lunch, recess and end of day dismissal responsibilities
- Leading extra-curricular activities when appropriate
- Supervision of class when on field trips and onsite workshops
- Submitting expenses with completed reimbursement form

Please submit an updated résumé and 2 references, with attention to:

Dr. Jessica Murphy
Program Director, The Leacock Foundation
jessica@leacockfoundation.org

Please note that only those selected for an interview will be contacted.