

# THE LEACOCK FOUNDATION

## **2020 LEAP into Literacy Summer Camp Teaching Position Description**

We are looking for innovative teachers, including special education teachers, who want to be part of an engaging, collaborative teaching team in a camp-like setting! We serve elementary aged students in Toronto's designated "high priority communities."

Camp Locations: Woburn Jr. Public School, Branksome Hall, Jane and Driftwood area

Camp Dates: June 29-July 24, 2020 8:30 a.m. to 3:30 p.m.

### **Duties, Roles and Responsibilities**

#### ***Pre- Camp Responsibilities***

- Attend mandatory staff training/orientation planning session
- 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
- Implementing safety procedures throughout the program
- Fulfilling assigned lunch, recess and end of day dismissal responsibilities
- Leading extra-curricular and club activities when appropriate
- Supervision of class when on field trips and onsite workshops
- Submitting expenses with completed reimbursement form (if applicable)

### **Education and Experience**

- Experience with the Leacock Foundation literacy programs (preferred)
- Experience in leading academic-based youth programming
- Literacy expertise and instructional experience
- Ontario Certified Teacher status

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

Jessica Murphy, Ed. D.

Program Director, The Leacock Foundation

[jessica@leacockfoundation.org](mailto:jessica@leacockfoundation.org)

*Deadline: April 10, 2020*

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