



**Boys and Girls Clubs of Metro South
Job Description**

TITLE: 21st Century Learning Center – Partner Teacher
JOB FAMILY: Program
FLSA STATUS: Non-Exempt
REVISED: January 2025

POSITION SUMMARY:

The Partner Teacher provides classroom facilitation and direct academic instruction/intervention embedded into the afterschool experience. This role works in tandem with Club Leadership and Youth Development Professionals to provide direct services to students through engaging, project-based curriculums and activities based on outcomes prescribed by the 21st Century Community Learning Center grant.

ESSENTIAL FUNCTIONS:

- Implement project-based curricula and activities to meet outcomes as prescribed by 21st CCLC grant agreement
- Utilize formal assessment data to refine and adapt curriculum lessons and inform instructional practices to meet the needs of enrolled members
- Develop daily engaging lesson plans aligned to specific learning objectives utilizing a variety of instructional methods
- Assist in maintaining the necessary records involving attendance and assessment data
- Maintain an organized and efficient classroom space during program hours
- Create a positive, achievement-oriented, organized, and engaging learning environment
- Implement collaborative co-teaching instructional strategies to support the success of Club Youth Development Professionals
- Communicate effectively with students, families, and program staff

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Minimum of one-year teaching experience in an urban public school with (elementary / middle school / K–8) youth
- Either a valid state teaching certification or currently working towards it
- Previous and relevant experience in utilizing and implementing data-driven instructional practices
- Exemplary communication skills (written and verbal) are needed, including the ability to present in front of large groups, interact with and motivate stakeholders, represent the organization at community events and meetings, and write professionally in emails, etc.

- Ability to relate effectively to diverse groups of people (staff, families, youth, etc.) and a track record of building and sustaining meaningful relationships with individuals and teams from all socioeconomic backgrounds.
- Commitment to professionalism including high expectations and standards of quality, a strong work ethic and personal code of ethics, accountability, and dependability.
- Self-motivated and goal-oriented with the ability to set effective objectives for teams and individuals and take ownership for results.
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment.
- Willing to provide instruction during daily programming times and occasional night and weekend hours. This position does not provide for remote work options.
- Certifications: As outlined in BGCMS Training Academy upon hire or within allocated training timelines.

BOYS & GIRLS CLUB CORE COMPETENCIES:

Engaging Community: Builds bridges beyond our walls to ensure our Clubs' work is community-focused, welcoming of all, and providing wide-reaching community benefits.

Inclusion: Values all people (members, families, staff, volunteers, donors, partners, etc.) for their unique talents, and takes an active role in promoting practices that support diversity, equity, inclusion, and global work, as well as cultural competence.

Communication & Influence: Listens to understand and expresses self effectively (in written and verbal communications) in ways which engage, inspire, inform, and build commitment to our mission.

Program/Project Management: Ensures program/project budgetary and impact goals are achieved.

Innovation: Creates and implements new and relevant approaches and activities that improve and expand the Clubs' work and impact in the community and on members.

Developing Self & Others: Develops self (skills and actions) and supports others (e.g., staff, volunteers, members), both formally and informally, to achieve their highest potential.

Teamwork & Cooperation: Demonstrates ability to work productively and cooperatively with others at all levels to achieve individual and collective goals for impact. Understands and manages external emotions effectively in all situations.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands of this position are limited and, as such, reasonable accommodations may be made to enable individuals with physical disabilities to perform essential functions of this position.

WAIVER:

I have reviewed the above job description and understand my responsibilities as described:

Print Name: _____ **Date:** _____

Signature: _____ Date: _____

The Boys & Girls Clubs of Metro South reserves the right to change and/or modify the job requirements, responsibilities, and qualifications for this position to meet changing business needs. Further, nothing in this description is intended to represent all functions, duties, and responsibilities of the associate holding this job title, or to alter the at-will nature of their employment.

Understood and Agreed To:

Signature: _____ Date: _____