



JOB DESCRIPTION

Position Title:	Kid's University Education Summer Lead Teacher
Department/location:	Administration/Summer Camp
Immediate Supervisor:	Summer Camp Director
Supervisory Responsibilities	Upper School Student Workers
Status:	Non - Exempt
Wage Scale:	Hourly
Date:	May 29 – August 3, 2018

VISION:

"The Mission of Mile High Academy is to provide an excellent Christ centered education that empowers young people to excel."

While this is our mission we have some very specific goals

- MHA will be the catalyst to experience and share Jesus with everyone
- Each staff member will be committed to helping foster our CHERISH Core Values in our community

MHA is committed to a bold and innovative departure in hybrid or blended learning, using digital curriculum in the core subjects, integrated technology in instruction, engaging students in project-based learning activities, and promoting meaningful community service for all students.

Our Kid's University summer day camps have been created to continue learning through a fun learning environment as well as provide an opportunity for students who are interested making teaching a lifelong career an experience where they can put their classroom theory to work. It is a unique chance to practice what you are learning in a real live setting with eager minds ready to learn. It will also give each student intern the remarkable break to work in the Mile High Academy setting.

JOB SUMMARY:

Mile High Academy's Kid's University summer day camp lead teachers are responsible for the running and executing of the summer day camp vision to make summer learning fun, engaging and relevant. Interns will be part of a team of college students and MHA student team members who will be overseeing and running our summer camps under the direction of the summer camp director.

Nature of Work:

- Demonstrate competency, good judgment, and self-control in the presence of children and families and when performing assigned responsibilities.
- Relate to children and parents with courtesy, respect, acceptance, and patience.
- Recognize and respect the uniqueness and potential of all children, their families, and their cultures.

- Ensure that no child is abused, neglected or exploited while in the care of Mile High Academy' KUDC.
- Report suspected abuse, neglect, and exploitation to the Director and to CPS.
- Provide instructional reinforcement to children in and out of the classroom setting.

DUTIES AND RESPONSIBILITIES:

Reporting to the Summer Camp Director, and working in partnership with Administration and the Growth team, this position is responsible for the following:

- Arrive prior to start time to wash hands, use the restroom, and debrief with acting director on site.
- Kid's University Schedule:
 - 10 Weeks: Must be available to work at least **8 weeks**, but may work all 10 weeks
 - Dates: May 29 – August 03, 2018
 - Hours: 7:00 AM – 6:00 PM (Students workers will work a maximum of 8 hours a day) We will adjust schedules accordingly
 - Must report to work on May 29 for training and set up of Kid's University
- Prepare for days activities in timely manner.
- Commit to entire summer session.
- Teach engaging lessons to 2-4 sections of approximately 12-15 students; classes typically meet 5 times per week.
- Attend weekly faculty meetings and complete weekly written evaluations of students. Share certain roles necessary for administering the summer session: monitoring lunch, recess, and dismissal.
- During free/down time assist with janitorial duties including dusting or sanitizing toys/equipment at MHA KUDC. Check with lead on cleaning duties.
- Interact routinely with children and families in a positive manner. This includes greeting each family while they are at the Facility and interacting the children throughout the day.
- Ensure that all belongings (lunch boxes, sippys, bottles, drinks, etc.) are stored properly and returned at end of day.
- Know how many and which children are in your care at all times. Ensure that roll call lists are complete (each child had been signed in and accounted for when leaving an area) and on person at all times.
- Assist in the preparation, serving, and supervision of meals and snack times. Clean tables after snacks and meals.
- Ensure continuity of care for children by sharing information with other caregivers. Update lead teacher for your group on any marks the child came in with, anything that happened since arriving at school, any concerns the parents expressed that morning etc.
- Know and comply with minimum standards and Mile High Academy Policies.
- Ensure the children are behaving in an appropriate manner according to minimum standards, Mile High Academy policy, and classroom rules. This includes assisting with disciplines and guidance.
- Assist in fostering developmentally appropriate independence in children.
- Foster a cooperative rather than a competitive atmosphere. Encourage students to use their words. Show them how to work through things.

- Show appreciation of children’s efforts and accomplishments. Focus on the positive. Make a big deal out of their accomplishments-big or small.

PERFORMANCE FACTORS:

The following Performance Factors are used during the annual review process to determine if the employee is meeting job expectations

- Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- The employee communicates effectively both verbally and in writing with supervisors, colleagues, staff, church members, etc.
- Wearing the armor of the Fruits of the Spirit, the employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

QUALIFICATIONS/REQUIREMENTS:

- Be an active Christian engaged in your faith community
- 18 years old or older
- Current Education Major or Education Graduate in an accredited college
- Must be willing to obtain the KUDC training necessary to develop consistent, stable and supportive relationship with young children and their families and meet minimum standards of care

Personal Attributes:

- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with staff at remote locations essential.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.

Other Skills & Abilities:

PC proficiency is essential (Windows environment) and strong working knowledge Excel is preferred.

TYPICAL PHYSICAL DEMANDS:

While performing the duties of this job, the employee must be able to sit for long periods of time and is regularly required to speak, hear, read, walk, bend and occasionally lift up to 25 pounds (office supplies). Depending on the location of the position, the employee may be required to use stairs. Must be able to effectively communicate both orally and in writing. Will need to work both inside and outside during summer months.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

- Ability to work in a school environment that calls for a great deal of flexibility.
- Ability to deal with normal distractions that come with administrative responsibilities of a school and meet deadlines in a timely manner.
- Ability to work as a team as well as to complete assigned tasks independently.
- Ability to exercise a high degree of problem solving skills and independent initiative and to maintain a high level of enthusiasm.
- Ability to enjoy interacting with students, staff, visitors and the public in a professional and pleasant manner.
- Ability to activate and motivate volunteers, trustees and staff
- All employees are expected to uphold the values of the Rocky Mountain Conference of Seventh-day Adventists. Employees are missionaries, demonstrating a desire and a commitment to sharing the love of Christ.

Please Note: The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description is not an exhaustive list and should not be construed as such. The local church/school board in coordination with the Rocky Mountain Conference reserves the right to modify this job description as/when needed in order to fulfill the mission of the Conference.

ACKNOWLEDGEMENTS:

I have fully read and understand my job description. I intend to perform the duties and responsibilities to the best of my ability and will seek guidance and clarification from my direct supervisor if I have questions. I know of no reason that I should not be able to fully comply with the tasks, including the physical demands.

I understand that I must accurately record and report all hours worked and that I cannot volunteer my time for the same job that I also get paid for.

Signature

Date