



SUMMER FULL-TIME PAID TEACHING POSITIONS

Time commitment: Monday through Friday, June 23rd to August 1st

-Includes one week of mandatory staff orientation.

Positions available:

Elementary PALS (E-PALS) Program	PALS (Middle School Program)	PALSII (High School Program)
<ul style="list-style-type: none"> - 4th Grade Teacher - 5th Grade Teacher - 6th Grade Teacher 	<ul style="list-style-type: none"> - Advisors/Mentors - English Teacher - Math Teacher - Science Teacher - Drama Teacher - Dance Teacher - Chorus Teacher - Art Teacher 	<ul style="list-style-type: none"> - PSAT Teacher (Math and English) - Leadership Teacher

-The Program for Academic and Leadership Skills (PALS), the girls' branch of the Youth Leadership Foundation, is DC's top supplementary academic and character enrichment program for underserved girls.

-Our programs provide academic and personal support to underserved students; giving them the boost they need to reach their potential!

-Character education and one-on-one mentoring are an integral part of our success and are incorporated into our programs to foster the holistic growth of every student.

-Previous teaching experience or work with children is preferred, but is not required.

To apply for a position, please submit the following:

- Application (available online at www.ylf.helpingkids.org)
- 1 letter of recommendation
- Contact information for one additional reference

After receiving your application we will contact you in order to:

- Set up an interview
- Assign a topic for an essay due prior to the interview.

Please send all applications to:

By mail at: PALS Summer Program or via e-mail: pals@helpingkids.org
2917 8th St. NE
Washington, DC 20017

All applications must be submitted by **April 18, 2008**. Decisions will be **made by early May**. For more information or application materials, please contact our offices at (202) 387-1141 or pals@helpingkids.org.

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PALS Summer 2008 Staff Positions

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POSITIONS (Read below for specific descriptions)

- ACADEMIC TEACHER
- ASSISTANT TO THE DIRECTOR
- MENTOR
- PERFORMING/VISUAL ARTS INSTRUCTORS

PROGRAM DATES/TIMES/LOCATION

Mandatory Staff Orientation: June 23rd-June 30th

Program dates: June 20th-August 1st, Monday – Friday, 9am to 4pm
2917 8th St. NE, Washington DC 20017

GENERAL QUALIFICATIONS

- ✓ Must have an understanding of and be a living example of the principles outlined in YLP's Four Pillars of Success
- ✓ Must be open to working with others to achieve the mission of the program

GENERAL RESPONSIBILITIES

- ✓ Assist at one parent orientation session (on a weekday evening or Saturday morning; will last about one hour)
- ✓ Arrive at 9:30 each day of the regular program for a staff meeting
- ✓ Attend weekly excursions (usually on Fridays; excursions take place during program hours)
- ✓ Assist in preparation for the end-of-summer Awards Ceremony

TEACHER (MATH, ENGLISH, SCIENCE, AND SOCIAL STUDIES) (Elementary Program)

Qualifications

- Must have at least two years experience at a four-year university
- Previous teaching experience, education background, or work with children is preferred

Responsibilities

- Work with Director to develop a curriculum (in Math, English, Science, and Social Studies) designed to reinforce basic skills at the target grade level; 4th, 5th, or 6th
 - Must include weekly quizzes and/or graded assignments
 - Must include an end-of-program assessment test
 - Curriculum overview must be submitted by June 11
 - Detailed lesson plans are due June 23 at staff orientation
- Implement curriculum four days a week and accompany students on Friday excursions
 - Class sizes range from 12 to 18 girls
 - Classes are approximately 35 minutes long

TEACHER'S AID (Elementary Program)

Qualifications

- Must be entering at least 10th grade
- Previous work with kids is preferred

Responsibilities

- Assist classroom teacher in assigned homeroom (4th, 5th, or 6th)
- Prepare Character Lesson Plans for 2 weeks (plans due June 23)
- Teach Character class Mon- Thurs each week to assigned homeroom
- Prepare Art Lesson Plans for 2 weeks (plans due June 23)
- Prepare Sports Activities for 2 weeks (plans due June 23)
- Teach and Supervise Art and Sports activities Monday- Thursday
- Chaperone weekly field trip

PROGRAM DIRECTOR'S ASSISTANT (Elementary Program)

Qualifications

- Must be entering at least 12th grade
- Must be confident, well-organized, and self-motivated
- Must have basic computer skills

Responsibilities

- Various administrative tasks, including but not limited to:
 - Manage student database of enrolled students
 - Process student absences and tardiness
 - Call parents of absent students
 - Assist teachers with photocopying when necessary
- Assist Program Director with overseeing schedule, discipline, administrative tasks

TEACHER (MATH, ENGLISH, OR SCIENCE) (Middle School and High School Program)

Qualifications

- Must have at least two years experience at a four-year university
- Previous teaching experience, education background, or work with children is preferred
- Must have a high level of proficiency in the subjects of Math, English or Science

Responsibilities

- Work with Director to develop a curriculum (in Math, English, or Science) designed to reinforce basic skills in that subject; curriculum should target two grade levels: 7th, and 8th grade
 - Must include weekly quizzes and/or graded assignments
 - Must include an end-of-program assessment test
 - Curriculum overview must be submitted by June 11
 - Detailed lesson plans are due June 23 at staff orientation
- Implement curriculum four days a week and accompany students on Friday excursions
 - Class sizes range from 12 to 18 girls
 - Classes are approximately 45 minutes long

TEACHER (PSAT Prep) (Middle School and High School Program)

Qualifications

- Must have at least two years experience at a four-year university
- Previous teaching experience, education background, or work with children is preferred
- Must have a high level of proficiency in the subjects of Math and English

Responsibilities

- Work with Director to develop a curriculum designed to reinforce Math and English Skills prepare 9th and 10th grade students for the PSAT exam
 - Must include weekly quizzes and/or graded assignments
 - Must include an end-of-program assessment test
 - Curriculum overview must be submitted by June 11
 - Detailed lesson plans are due June 23 at staff orientation
- Implement curriculum four days a week and accompany students on Friday excursions
 - Class sizes range from 12 to 18 girls

Drama Coordinator (Middle School and High School Program)

Qualifications

- Must have at least two years experience at a four-year university
- Arts background or previous work with children is preferred
- Must possess strong interpersonal and organizational skills as well as an ability to lead

Responsibilities

- Work with Director to select musical production
- Coordinate arts instructors in preparing students for musical production, following up on a regular basis to ensure that final production is organized and reflects a spirit of excellence
- Facilitate student preparation for production four days a week and accompany students on Friday excursions

Arts Instructor (Chorus, Dance, and Visual Arts) (Middle School and High School Program)

Qualifications

- Must have at least two years experience at a four-year university
- Arts background or previous work with children is preferred

Responsibilities

- Work with Director to develop a curriculum (Drama, Chorus, Visual Arts) which will engage student interest and broaden their cultural horizons
 - Curriculum overview must be submitted by June 11
 - Detailed lesson plans are due June 23 at staff orientation
- Work under the direction of Drama Coordinator to prepare students thoroughly for their piece of the musical production
- Implement curriculum four days a week and accompany students on Friday excursions
 - Class sizes range from 12 to 18 girls
 - Classes are approximately 45 minutes long

TEACHER (High School Leadership and Service Seminar) (Middle School and High School Program)

Qualifications

- Must have at least two years experience at a four-year university
- Previous teaching experience, education background, or work with children is preferred
- Must have a high level of proficiency in the subjects of Math, English or Science

Responsibilities

- Work with Director to plan and conduct a seminar including:
 - Career Preparation (Interview, resume, and cover-letter writing skills)
 - A summer-long service-oriented team project
- Curriculum outline due the first day of orientation and final plans submitted on last day of orientation
- Implement curriculum four days a week and accompany students on Friday excursions
 - Class sizes range from 12 to 18 girls

MENTOR (Middle School and High School Program)

Qualifications

- Must be a HS graduate
- Must display strong characteristics of leadership and personal responsibility
- Must embrace YLF Character program objectives in their personal lives

Responsibilities

- Advise 10-12 students during their non-academic classes once a week for thirty minutes
 - Gives guidance in developing better habits and in forming the students according to YLF's Four Pillars of Success
 - Helps the students set short-term and long-term goals
 - Communicates with Assistant Director for Character Development to discuss areas for student improvement
- Work with the Assistant Director for Character Development and other mentors to plan out and teach Character Education classes for 12 to 18 girls
- Assist with academic classes and sports activities as needed
- Make regular contact with the parents to update them on the progress of their daughters