

Montgomery Housing Partnership (MHP) is seeking a **PRE/AFTER-SCHOOL LEAD INSTRUCTOR OR TEACHER (Part-Time)** to support the Community Life Pre/After-School Program. This is a part-time position Monday- Friday, some days may not apply (excluding school holidays). Program hours are from 3:30 pm to 5:30 pm at some sites and other sites from 4:00 pm to 6:00 pm. Please indicate your preferred work hours.

Who we are: MHP is an active and growing nonprofit organization, founded in 1989, that develops, acquires, rehabilitates, and builds quality homes to meet the growing need for affordable housing in Montgomery County and neighboring communities. MHP's community-based projects and programs include providing affordable rents, developing educational programs for residents to develop skills that expand their opportunities and balance their lives, and implementing neighborhood revitalization efforts in communities impacted by economic challenges and mass transit construction.

Summary Job Description: The Pre/After-School Lead Instructor or Teacher will work under the supervision of the Community Life Programs Manager or Site Coordinator and the Director of Resident Services to ensure the success and quality of the educational and human services programs offered at selected MHP's affordable housing units located in the DMV metro area.

Primary Responsibilities:

- Tutor small groups
- Create learning goals for each student.
- Evaluate the participants' academic needs.
- Supervise teaching staff and volunteers.
- Prepare lesson plans for each age group.
- Monitor their progress.
- Write quarterly reports, when necessary
- Meet with the program staff over students learning goals.
- Inform the Community Life Programs Manager of any classroom concerns.
- Attend parent meetings.
- Work in collaboration with staff, students, and volunteers
- Attend field trip and follow procedures and guidelines mandated.
- Perform other duties as assigned.

Qualifications:

- Certified Teaching Degree in K-12
- Three years' experience working with elementary school children and/or in after-school setting.
- Excellent oral and written communication skills
- Ability to work with diverse communities.
- Must be flexible and reliable.
- Must have reliable transportation.
- Able to supervise classroom personnel.

Starting rate: \$18/hr.-\$35/hr. per your qualifications.

Application Process: Please submit your resume and cover letter, by email to: hrjobs@marcumllp.com Please include the job title, "Pre/After-School Lead Instructor or Lead Teacher," in the subject line of your email.

MHP is an Equal Opportunity Employer.