

TPOE Vacancy Announcement : ESE Teacher (1 Position)

Vacancy Announcement Number: 004-080210

Report To: Academic Coordinator

Job Posting Period: August 2 thru August 13, 2010 @ 12 Noon

Salary Range: \$ 20 to 25 per hour

Work Scheduled: 8:30 a.m. to 12:30 p.m. (PART-TIME) Saturdays Only

Location: TPOE MAIN OFFICE

Probation Period: 30, 60, 90 and 120 days

General Purpose

Provide intensive and extensive tutorial assistance for elementary school-age students; either in a group or individually, enhance competency of students, create an environment that encourage the students to develop a positive attitude toward learning and studying while helping student in achieving a better understanding of specific subjects materials and improve academic capabilities in designated areas. Provide supervision to tutors, volunteers and work closely with school administrators and parents. Conduct and prepare student's reports and assistance with the planning and assistance with the planning of activities as well as conduct family conferences.

Qualifications/Requirements

Knowledge to provide safe and healthy learning environment for students
Knowledge of early child development K-6 (ESE Certified)
Ability to increase competency level of students and staff
Ability to facilitate curriculum and assist with assessments of students
Ability to design daily lesson plans and ensure execution of plans with accountability
Ability to communicate effectively with students, parents, and staff
Ability to establish and maintain a rapport with students, parents, and staff
Ability to prepare and submit reports of grants goals and objectives in a timely manner
Ability to be self-directed while provide directives to students, parents and staff
Ability to demonstrate classroom management with students, staff and volunteers
Ability to work and interact in a diverse setting
Ability to assist the higher level management team on grant measurable outcomes

Required: FDLE Reporting

Mail To: TPOE, 780 Fisherman Street, Suite 328 Opa-locka, FL 33054-3807

MUST BE RECEIVED IN TPOE MAIN OFFICE BY 12 NOON ON AUGUST 13TH