IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name: After School Program 21st CCLC	
Job Location: 432 Lafayette St., Newark, NJ 07105	
Job Title: After-School Program Certified Teacher	
Reports to:	Title: Director Of Youth Services

Hours:	FLSA Status	Type of position:	Other comments:
	☐ Exempt	☐ Full-time ☐ Consultant/Contractor	
	☒ Nonexempt	☒ Part-time ☐ Intern	

JOB DUTIES

The Ironbound Community Corporation (ICC) is a 50+-year nonprofit organization whose mission is to engage and empower individuals, families, and groups to realize their aspirations and work together to create a just, vibrant, and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families daily with various programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

Ironbound Community Corporation (ICC) is seeking a Certified Teacher to join our After-School Program team. This part-time position is ideal for educators seeking to apply their professional skills in a supportive setting outside the conventional classroom. The role involves providing academic support, facilitating STEM activities, and enhancing literacy among students from grades 3-8. Ideal candidates are those who are committed to fostering academic achievement and supporting student development in a structured after-school environment.

ROLES AND RESPONSIBILITIES

- Provide academic support and homework help to students in grades 3-8.
- Engage students in hands-on learning activities that focus on STEM (Science, Technology, Engineering, and Mathematics) subjects.
- Work closely with students one-on-one to address specific academic challenges.
- Assist with improving literacy through tailored reading and writing activities.
- Collaborate with After-School Program staff and the Director of Youth Services to ensure a cohesive educational environment.
- Participate in program planning to integrate innovative teaching strategies and materials.
- Assess student progress and provide feedback to students and parents.
- Attend staff meetings and professional development sessions as required.
- Maintain a positive, encouraging, and safe learning environment for all students.

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Valid teaching certification is required.
- Experience in teaching or tutoring students from 3rd to 8th grade.
- Strong familiarity with STEM education and ability to implement hands-on STEM activities.
- Proven track record of improving student literacy.
- Excellent communication and interpersonal skills.
- Proven ability to engage students in a supportive and constructive manner.
- Ability to work collaboratively in a team environment.
- Passionate about fostering a positive learning experience and academic growth.
- Bilingual preferred but not required
- Fluency in Google and Microsoft Office Suites

Core Values

ICC is driven by core values, including mutual respect, empathy, fairness, transparency, commitment to excellence, and accountability.

Mutual Respect: We accept the importance of each person's rights, customs, and wishes. We are courteous and supportive in our interactions with clients and colleagues.

Empathy: We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are committed to giving our time and energy to the community and continually seek ways to enhance the lives of those we serve.

Fairness and Transparency: We are committed to authentic, two-way communication, willing to listen without judgment and, with respect, express our point of view. We cherish diversity and inclusiveness, embracing the community with its input and feedback.

Commitment to Excellence: We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility.

Accountability: We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have happened.

ICC is an Equal Opportunity Employer committed to building and maintaining a staff that reflects the full range and diversity of our community. Not only do we embrace and celebrate the diversity of our community members, but we also strive to achieve the same level of diversity among our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. We are looking for a diverse applicant pool. We strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working-class backgrounds to apply.

If interested, please send a resume and cover letter to ICCHiring@ironboundcc.org with the subject line "After-School Program Certified Teacher."