

Project Based Instructors and Educators

RESPONSIBILITIES & DUTIES:

- Design and implement project based program blocks that promote learning through thematic inquiry that is interdisciplinary
- Collaborate with the Leadership Team to identify project themes and pre-existing program materials to support the theme based projects
- Adapt materials and projects to meet the needs of different age groups for grades 1 through 5
- Lead at least one major program block (approximately 1.5 hours) and up to three minor program blocks (approximately 45 minutes to one hour) per day
- Serve as a field trip leader as needed but no more than once per week
- Communicate with families about the experience and work of the children
- Provide supply lists based upon recommended budgets to the Leadership Team at least one month prior to the start of the Co-Op Program
- Provide feedback to the Professional Development Manager to indicate specific professional development preferences
- Mentor the Head Counselors & Assistant Counselor to give direct guidance and instructions for maximum effectiveness
- Supervise and assist children in all of their activities with the goals of:
 - Promoting collaboration among students & staff
 - Establishing a mutual attitude of caring among all students & staff
 - Assisting children with acquiring new skills during their program blocks
 - Infusing all activities with fun
- Participate fully and with enthusiasm in all orientation week training sessions
- Enforce the highest level of safety for children at all times

REQUIREMENTS

- Social security card and state identification
- Fingerprinting for any non-Mamaroneck School District employee
- Two professional references for any non-Mamaroneck School District employee or new Co-Op employee

REQUIRED PROGRAM DATES & TIMES:

Spring Planning Session

Two pre-program educator meetings (two 3 hour meetings) before June 1st

Orientation week

June 26, 2017 to June 30, 2017

9 AM to 3 PM

Program weeks

July 3, 2017 to August 11, 2017 (July 4th Holiday - no program)

8 AM to 3:30 PM Monday, Tuesday, Thursday, Friday

8 AM to 4:00 PM Tuesday (staff Meeting) & Wednesday (weekly Leadership Meeting)

SALARY

\$6,750 Paid Bi-Monthly in July and August (3 payments total)