POSITION ANNOUNCEMENT: LEAD TEACHER, SUMMER 2020
LOCATION: Horizons at San Francisco Friends School

Organization Background
Horizons at San Francisco Friends School (SFFS) is an award-winning program that helps build brighter futures for low-income children in the Mission District of San Francisco. Modeled after the national Horizons Student Enrichment Program, Horizons’ intensive six-week summer program is designed to prevent summer decline in academic performance and close the opportunity and achievement gaps. The program begins in Kindergarten and serves its students through 8th Grade, helping them build skills and self-confidence and realize their full potential through a unique blend of academic and cultural and recreational enrichment activities. Additionally, Horizons provides year-round programming to its students and families throughout the year. Working in partnership with Horizons families, referring schools in the Mission District, and the host school, Horizons at SFFS is committed to developing the whole child and offers activities that promote higher-level thinking and perspective, develop academic skills, leadership, and self-efficacy – all while raising student aspirations and expectations for their lives. Horizons currently serves approximately 119 students from Kindergarten through sixth grade and will continue to grow through 8th Grade. For more information about Horizons at SFFS, please visit http://www.horizonsatsffs.org, https://www.facebook.com/HorizonsSFFS and http://www.horizonsnational.org/.

Position Overview
Horizons at SFFS is seeking dedicated and experienced Lead Teachers (K-6th Grades) with a dynamic talent for creating and nurturing a lifelong love of learning in children. We are looking for a talented, passionate, caring professional who will work as a team player, fulfill the Horizons mission, and create a joyous, inclusive, inspiring and educational culture. The Lead Teacher will work with an Assistant Teacher, Reading Specialist, and a high school volunteer, and will be supported by the Executive Director (ED), Curriculum and Instruction Lead (C&I Lead), and the Academic Program Director (APD). It is our hope that Horizons summer staff members will return to the program for more than one summer as we continue to work together, support our students, and build the program and the community.

Essential Job Functions:
The Lead Teacher will:

- Design and teach high quality, culturally responsive, project-based curriculum and engage students in learning math, science and language arts throughout our six week summer enrichment program.
- Plan and lead fun, community-building games and enriching experiential learning opportunities, and accompany students to swimming lessons and field trips.
- Lead the Horizons staff in identifying individual students’ learning profiles, building on each youth’s academic strengths and coordinating resources and activities to best address his/her areas of need.
- Meet regularly with their Assistant Teacher to plan curriculum and lessons with weekly support from C&I Lead or APD.
- Participate in daily meals with the students, attend Family Nights and Faculty Meetings, and other duties that may be required.
- Attend a one-week orientation session prior to the start of the program.
- Assist in the training and supervision of program staff and volunteers, including assisting in planning and facilitating professional development and ongoing coaching for colleagues, and sharing instructional strategies and student information.
- Review assessment data with Reading Specialist and tailor lessons according to student needs.
- Develop and nurture a safe, respectful, challenging and fun learning environment.
● Assist in evaluating program effectiveness.
● As needed and appropriate, aid in accessing and attracting useful resources of community institutions, the school system, public agencies, and local businesses for the benefit of the Horizons programs.
● Help maintain ongoing communication with parents, caregivers and school year teachers.
● Participate in the planning and delivery of two half day learning activities for students and families in the spring leading up to the program’s start.
● Meet regularly with Executive Director as needed to accomplish goals and/or problem-solve

QUALIFICATIONS:
In addition to a strong commitment to Horizon’s mission, this position requires a balance of knowledge of best practices and practical experience and proficiency in the skills of instruction. The ideal candidate for the Lead Teacher position must be flexible, well organized, capable of taking initiative, and full of enthusiasm for both teaching and learning. More detailed qualifications for this position include:

● 5 or more years working as a K-6th Grade teacher, with a gift for both building on students' love of learning and bolstering their basic academic skills.
● Proven ability to relate well to diverse school age children and families, to plan and deliver engaging, challenging lessons for the assigned grade level.
● Skill and experience in designing and delivering curriculum for K-6th Grade second language learners.
● Knowledge and skills in classroom management, social emotional learning and specific strategies for developing children’s noncognitive skills such as focus, determination, empathy and self-discipline.
● Understanding and knowledge of the issues and challenges facing Latino and other immigrant and low income families living in the Mission District.
● Fluency in English/Spanish preferred (bicultural also preferred).
● A strong desire to make a difference in the lives of Horizons’ students and to address racial and socioeconomic disparities in educational opportunities and outcomes.
● Ability to maintain good communication between all parties, have clear expectations and directions, and to give and receive feedback to the ED and fellow colleagues.
● Excellent communication, interpersonal, organizational and time management skills.
● Leadership experience and ability to work as a member of a multidisciplinary team.
● Elementary teaching credential or equivalent experience, with a BCLAD preferred.

The salary range for the Lead Teacher position is $8,000-$9,800 (commensurate with experience) for seven weeks of full time work. The Lead Teacher is an exempt position and includes a week of prep prior to the program’s start and six weeks of summer program. Each Spring, teachers and staff are expected to attend two Saturday morning family orientation events (5/16 and 5/30) and two staff planning meetings (dates TBD). For ongoing staff, the position also includes non-mandatory participation in approximately four Saturday morning year round family events during the 2020/21 school year.

Dates:

Summer, 2020
Monday, June 15 - Friday, June 19 - Teacher orientation week and classroom set-up
Monday, June 22 - Friday, July 31 - Six-week program (no program on July 3rd)

Year-round program:
Required Dates: Saturday, May 16, 2020 and Saturday May 30 from 9:30-12:30

To Apply: Please email a resume and cover letter outlining your skills and experience (Word format, please) to Abby Rovner, Director of Horizons at SFFS at arovner@sfffriendsschool.org with subject line “Horizons at SFFS Lead Teacher”.

Horizons at San Francisco Friends School is an equal opportunity employer.