



POSITION DESCRIPTION

Mission: Uniting Baltimore through parks.

Parks & People has worked for more than 30 years to build public-private partnerships that sustain and improve Baltimore's parks and green spaces, with a legacy of investing in projects that revitalize green programs that allow children, youth and adults to learn, grow, and explore their natural environment. Our vision is to ensure that everyone in Baltimore is connected to nature, their community and each other through vibrant parks and green spaces.

SuperKids Camp is a six-week academic enrichment program designed to help elementary school-aged students in Baltimore City improve or maintain their scholastic skills during the summer months. We focus our efforts in the following areas — reading, environmental literacy, character development, basic math skills, and fostering an appreciation of the environment through hands-on learning and field trips.

ACADEMIC MENTOR (SEASONAL)

DIVISION: PROGRAMS

REV: 02/07/19

SEASONAL, NON-EXEMPT

MAJOR RESPONSIBILITY: This position is responsible for the modeling of high-quality classroom instruction and effective teaching methods, management, supervision, and welfare of 4-6 counselor's classrooms with the goal of improving reading, and science skills of camp attendees while increasing environmental literacy and exposure to the natural world as a part of SuperKids Camp.

REPORTS TO: Site Coordinator

ESSENTIAL FUNCTIONS:

1. Mentor 4-6 counselors and interns
 - a. Provide one-on-one support to counselors and interns, modeling and guidance on best practices for effective classroom instruction and management
 - b. Provide guidance to counselors on successful strategies for co-planning with interns
 - c. Facilitate professional development sessions at the site level
 - d. Assist with cross-curricular integration of morning and afternoon instruction and management
 - e. Differentiate curriculum, as needed, to ensure quality instruction is provided in all classrooms
 - f. Observe delivery of instruction in counselor's classrooms. Provide meaningful feedback and communicate results to counselor, Site Coordinator and Assistant Director, Academics
 - g. Ensure adherence to schedule through smooth and timely transition between daily activities
 - h. Ensure classroom management in accordance with camp guidelines and PPF policy
 - i. Participate in other camp activities as needed and as appropriate to position
2. Evaluation
 - a. Administer pre and post DIBELS assessments

- b. Collect and analyze 100 Book Challenge data for submission to Assistant Director, Academics
 - c. Collect, review and submit assessments and evaluations, as required, to Assistant Director, Academics
 - d. Maintain student records and other reports, as requested
 - e. Attend and participate in staff planning meetings
 - f. Attend and participate in Academic Mentor professional development sessions
3. Supervise Participants
- a. Ensure that all students are actively engaged in the learning process
 - b. Supervise students on planned field trips, outdoor exploration experiences and enrichment activities
 - c. Utilize positive behavioral and classroom management techniques
 - d. Ensure students behave in a safe, respectful, and orderly manner
 - e. Assist in meal distribution and clean-up

QUALIFICATIONS:

Requirements

- Professional background in education with previous experience in working with youth enrichment programs
- Experience managing and/or providing professional development in an educational setting
- Experience mentoring and/or managing staff in an educational setting
- Knowledge of different learning styles and methods of content delivery
- Ability to prepare and differentiate lesson plans and deliver instructions appropriate for grade level
- Ability to connect and communicate with youth; knowledge of recreational activities and public school education policy
- Knowledge of special education laws and regulations
- Ability to make accommodations for the diverse learner
- Good oral/written communication skills
- Outstanding human relation skills needed to inspire and motivate students
- Good time-management skills needed to handle multiple, concurrent classroom activities which serve the needs of students
- Ability to develop goals and objectives appropriate for each student's performance level
- Valid teacher certification
- Ability to establish and maintain cooperative and effective working relationships with others