



## JOB DESCRIPTION

### Summer Learning Program Assistant Teacher - Hartford

#### Job Summary & General Responsibilities

IRIS (Integrated Refugee & Immigrant Services, Inc., [www.irisct.org](http://www.irisct.org)) is a dynamic refugee resettlement agency. IRIS serves people from all over the world who have fled persecution in their home countries to start new lives and become self-sufficient, enriching their new communities.

This short-term teaching position with our Summer Learning Program runs from late June through early-August; candidates should also be available for 10 - 20 paid hours between April and the start of the program, including up to three two-hour Saturday workshops.

Note: Please keep in mind that the format of the Summer Learning Program is subject to change based on potential restrictions associated with the COVID-19 pandemic. The program itself may be 100% in-person, 100% remote, or operated on a hybrid model. Candidates for this position should feel comfortable operating Chromebooks and facilitating group activities using platforms such as Zoom and Google Classroom.

The SLP Assistant Teacher (SLPAT) will work with a lead teacher in classes of up to 25 students, and lead small groups as the curriculum and situation require. The students are part of a program serving approximately 200 students overall between the ages of 4 and 18. The students will usually be divided into separate age and level appropriate groups which will each be led by an individual SLPT to promote academic and social success. The SLPAT will work as part of a team including teachers, interns, and volunteers. The SLPAT should have a commitment to anti-racism and be prepared to incorporate classroom activities that help SLP students recognize and appreciate their diverse identities. The SLPAT will be responsible for helping to create a positive learning environment and assessing and meeting daily needs of students. The SLPAT will be a representative of the Summer Learning Program and of IRIS, and will contribute to organizing visitors and welcoming them to the program.

#### Specific Duties

- Assist with leading a class of up to 25 K-12 students of similar ages and levels.
- Review and re-evaluate curriculum and specific lesson plans with the Summer Learning Program Teacher (SLPT) on a daily and ongoing basis to better meet the needs of students.
- Help maintain a language-rich environment for students who are all, or almost all, English Language Learners.
- In conjunction with curriculum and lesson planning, assist in creating a list of necessary learning and program supplies.
- Collaborate with a daily team of volunteers and other program staff to best meet the needs of the students.
- Join brief team meetings at the start of each day to review lesson plans and daily projects, and at the end of each day to review and plan for the next day.
- Using the curriculum and lesson plans, improvising when necessary, and working closely with volunteers and program staff, help to lead students in daily lessons and activities.
- Create the best possible learning environment for the students in the classroom by addressing challenges early and working closely and communicating well with team members

- In close cooperation with the SLPT, volunteers and program staff meet the daily needs of students, including providing academic and social support for each student as an individual and communicating on a daily basis with parents to share successes and troubleshoot any challenges.
- Assist in the planning and supervision of regular indoor/outdoor recreational activities both on and off site to promote exercise and healthy living habits.
- Supervise students on field trips to ensure a safe and positive experience for all participants.

**Supervises:**  
**Reports to:**

Interns and volunteers, and possibly an assistant teacher at certain times.  
Director of Education

**Hours &  
Benefits**

Part-Time short term position without benefits.

**To Apply:**

Please send a cover letter and resume to [humanresources@irisct.org](mailto:humanresources@irisct.org), with subject line: [position title AND location] and [your name]