

Position: **Family Education Nursery Lead Teacher**

FLSA Status: Exempt/Non-exempt

Reports to: Adult Services Coordinator

Reporting to this position: None

Remunerations: \$15.00/hr.

Weekly Hours: Part time up to 28 Hours

***Americana World Community Center's Mission is to provide holistic services to Louisville's refugee, immigrant, and underserved population to build strong and healthy families, create a safe and supportive community and help every individual realize their potential.***

### **Job Summary**

The Family Education Infant Teacher is responsible for planning daily activities which serve youth 6 months -2 years old students and their parents during the Family Education Program. The Family Education teacher also creates long term objectives and goals for curriculum, parent classes and other enrichment opportunities that serve our primary population of refugee, immigrant and U.S. born youth and parents learning English as a Second language (ESL).

### **Primary Duties and Responsibilities**

- Develop and maintain an environment conducive to learning for students through age appropriate child development activities
- Plan and implement educationally enriching activities for groups of youth.
- Prepare for and facilitate groups of youth and parents in collaboration with Family Education teachers.
- Help resolve conflicts among participants following Americana policies.
- Mentor, support, and encourage the success of our students in school, at home and in the community.
- Maintains ongoing and appropriate communication between supervisor, team members and general staff to ensure that all information is transparent and accurate.
- Participate in mandatory staff development training and meetings to increase professional knowledge of issues affecting populations represented at Americana.
- Performs other duties as assigned by the Adult Services Coordinator or Executive Director.

### **Minimum Requirement**

- Experience working with children and youth
- Must complete infant safety training within 1st month of employment
- Must be willing to work within program hours 9:00am -1:00 pm Monday -Thursday

### **Preference given to bilingual applicants**

**4801 Southside Drive • Louisville, KY 40214 • (502) 366-7813 • [www.americanacc.org](http://www.americanacc.org)**

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