



**Position:** Lead Teacher  
**Team:** Memphis Dream Center  
**Hours:** Part Time

**Summary:**

The Lead Teacher is responsible for preparing and implementing all lessons/activities with a classroom of children at the after school program. The Lead Teacher will provide a well organized, smoothly functioning classroom environment.

**Responsibilities include but are not limited to:**

- Ensure a safe and healthy environment, and maintain order and discipline in a life-giving manner
- Oversee and communicate clearly with volunteers in your classroom
- Connect once per week with parents/guardians of children in your classroom
- Connect once per week with the teacher of each child in your classroom
- Follow all policies and procedures of the Read2Lead Program
- Attend all R2L staff and planning meetings
- Attend all R2L staff trainings/continuing education
- Use daily planning time to plan both short and long-term activities to support program goals and objectives
- Prepare and have supplies ready before children arrive
- Participate in regular cleaning of materials and classroom space

**Attributes and skills required:**

- Passion for working with under-resourced children and families
- Strong organizational skills
- Experience in teaching and lesson planning
- Strong leadership and communication skills
- Collaborative and creative mindset
- Passion for youth leadership development
- Must be able to lift up to 20 lbs

*\*This description is not all-inclusive, and other duties may be assigned as necessary.*