  
 **Job Description**

**TITLE:** Teacher/Educational Leader

**REPORTS TO**: Executive Director

**EMPLOYMENT STATUS**: Employee – Full Time

**LOCATION:**  Urban Christian Academy @ 3039 S. Normal Avenue, Chicago, IL 60616

**TIME:** 35 hours/week

**Job Summary**

Urban Christian Academy (UCA) is a faith-based nonprofit organization whose mission is to offer programs to meet community-driven educational needs of students and families with a holistic approach. Through our ministry of presence and with a focus on education and human development, we form relationships with public school students, many of whom are from parents who are not native English speakers. As we work with students, we bridge cultural and social gaps between families, schools, and communities.

Urban Christian Academy is an After School Academic Program which seeks to be a safe enriching place for students needing academic and emotional support during the school year. On-site work hours are typically from 12 noon to 6 pm during the school year.

During the summer months, we are a Summer Christian School for public school students interested in an academic program integrated with experiential learning to promote positive emotional and social growth.

We are seeking a full-time educational leader to work with children OR youth within an academic and highly relational setting. Those with a strong commitment to children or youth ministry are encouraged to apply.  Employer-sponsored health benefits available.

We are located at New Life Community Church - Bridgeport and very near a Red Line CTA train stop.

**Major Responsibilities**

* Academic Supervision, Coaching, and Instruction for the After School Program
  + Monitor and direct the completion of homework assignments, ensuring quality and timeliness.
  + Evaluate and identify academic needs and employ a variety of instructional aids for intervention and tutoring which are age-appropriate.
  + Promote the development of academic habits for life-long learning.
  + Track and monitor grades and weekly school homework assignments, communicating with parents and schools as needed to address gaps in learning.
  + Provide UCA homework for enrichment and additional practice as needed for math computation, writing, and reading.
* Summer Christian School (7 weeks)
  + Plan and determine the scope and sequence and curriculum, collaborating with the Administration team and other teaching staff.
  + Plan class schedules and lessons and use a variety of instructional strategies to teach students in accordance with defined learning goals and objectives.
  + Manage and coach teaching staff assigned to achieve learning goals.
* Classroom Management and Organization Leadership
  + Promote and support a community that is conducive for learning, academic progress, and positive social-emotional development.
  + Plan devotions and special events for students to nurture holistic growth.
* Professionalism
  + Build nurturing relationships with students and allow God’s love for each to be expressed through presence, actions, and words. Act and communicate professionally with students, staff, and parents.
  + Cultivate community and teamwork among staff members and with the Administration Team.
  + Commit to personal spiritual and professional growth and development.
  + Manage and support the health requirements and policies established at UCA for a safe, positive, and God-honoring environment.

**Experience and Education Requirements**

* Bachelor degree in Elementary Education or teaching-related degree and/or comparable work experience including Children or Youth Ministry
* Proven experience working with and teaching school-age children or youth.

**Essential Qualities and Skills**

* A commitment to personal growth as a Christ-follower.
* Agreement to UCA’s Statement of Faith (see our website at UCAChicago.org).
* A passionate commitment to UCA’s mission to be a light and blessing in the city of Chicago through education.
* Strong interpersonal and communication skills with a commitment to collaboratively work with others.
* Teachable heart and desire to learn and grow ministry skills within a non-profit organization.

**To Apply:** Interested applicants can send resumes to June Gin, Executive Director. Email: [jgin@UCAChicago.org](mailto:jgin@UCAChicago.org). Please include at least two references.