

## FIRST DAY SCHOOL TEACHER

### JOB DESCRIPTION

Chestnut Hill Friends Meeting, a religious community in Philadelphia, seeks a First Day School Teacher for children ages 5-15 on Sundays.

The First Day School Teacher will provide dependable, safe, and nurturing instruction to children during meeting hours (10:30 am -11:30 am). Responsibilities will include:

- Provide age-appropriate instruction which includes:
  - Reviewing curriculum in advance and securing necessary materials/supplies prior to class. Teaching supplies are to be obtained from the existing stock in the FDS closet, or by interfacing with the First Day School Coordinator to obtain non-stocked supplies.
  - Preparing the classroom, as necessary, prior to the children's arrival from Meeting for Worship.
  - Presenting curriculum, as selected and prepared by the Religious Education Committee and First Day School Coordinator.
  - With assistance from the children, return all supplies to the FDS closet or classroom shelves and leave the classroom in an orderly condition at the end of class.
- On average, commit:
  - 2 hours per week
    - 45 minutes preparation
    - 1 hour hands-on instruction
    - 15 minutes cleanup
  - 4 weeks per month
    - During months with 5 Sundays, in concert with the FDS Coordinator select one Sunday where substitute teachers will fill in.
  - 9.5 month per year
    - September through mid-June
- Flexibility will be required as class size and age distribution are expected to vary week to week.
  - If class size exceeds 8 children, a member of the Religious Education Committee will remain in the class to assist.
  - If there is a wide distribution in ages, the priority for the First Day School Teacher will be to teach the Upper Elementary and Middle School children. In such instances, a volunteer from the Religious Education Committee will teach the younger age group/Early Elementary.
- Maintain records of student attendance.
- Submit monthly timesheets documenting hours spent fulfilling the responsibilities listed above.
- Communicate positively with families and meeting members.
- Communicate in advance, by phone to the FDS Coordinator:
  - Any planned absences with an advance two-week notice;

- Any unplanned absences at least two hours prior to the time of class.

Qualifications:

- Satisfactory completion of CPR training for children.
- Satisfactory completion of background checks.
- Prior teaching experience preferred, but not mandatory.
- Familiarity with Quaker history and testimonies is strongly preferred, but not mandatory.

Compensation:

- \$20 per hour
  - \$160 per month: September through May
  - \$80 per month: June

The First Day School Teacher position is being offered for the FDS year September 2020 through mid-June 2021. During the summer of 2021, the Religious Education Committee will make a determination whether or not to extend the position into the 2021-2022 FDS year depending upon the typical turnout on Sundays, CHMM finances and other considerations.

Contact:

- Interested candidates should email their resumes to [Secretary@chestnuthillquakers.org](mailto:Secretary@chestnuthillquakers.org) with the subject line "First Day School Teacher"