



**Education Based Latino Outreach, Inc.  
606 South Ann Street, Baltimore, MD 21231**

## **Job Description**

### **Job Title: Mi Segunda Casa SABES Facilitator/Group Leader 3rd Grade**

**Category:** Educational  
**Reports to:** MSC Site/Parent Coordinator and MSC Program Coordinator  
**Supervises:** Volunteers

#### **PROGRAM DESCRIPTION**

Education Based Latino Outreach (EBLO) was founded in 1980 to help serve Baltimore's Hispanic community. EBLO continues to provide Latino cultural events and over the years has expanded its educational offerings to the greater community. *Mi Segunda Casa* (MSC) is a key piece of EBLO's education services, providing after-school programming at two Baltimore City Public Schools. This is an academic after-school program designed to provide students with additional support for school. MSC operates at John Ruhrah Elementary/Middle School serving students from Kindergarten to 5<sup>th</sup> Grade, as well as one other elementary school. EBLO has partnered with STEM Achievement in Baltimore Elementary Schools (SABES) to provide comprehensive STEM curriculum for our 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders. SABES is a research program run by Johns Hopkins University. Through community partnerships SABES is offered at nine Baltimore City schools and is deeply committed to locating STEM within the world of the children, rather than asking them to journey to the world of the scientist.

#### **POSITION SUMMARY**

**SABES Facilitator:** Under the direction of the Site/Parent Coordinator, the SABES Facilitator is responsible for implementation of the SABES program. They will teach a two hour lesson twice a week and are responsible for creating personalized lessons from the STEM curriculum with two hours of lesson planning a week. The Facilitator is also responsible for effective classroom management and providing guidance and support for student-driven projects and interactions with STEM experts. They will provide opportunities for students to fulfill their potential for intellectual, emotional, physical, and psychological growth. Additionally, Facilitators are required to attend monthly professional developments given by SABES in order to best serve their students.

**MSC Group Leader:** The group leader is responsible for supervising students for 35 minutes at snack and homework prior to the SABES lesson and for supervising students for 25 minutes after the SABES lesson on the two days they teach SABES.



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**Times/Salary**

SABES Facilitator: This is a part-time position of 2 instructional hours and 1 hour of lesson planning on Mondays and Wednesdays for a total of **6 hours a week**. The time is from **3pm to 5pm on Mondays and Wednesdays**.

MSC Group Leader: This is a part-time position of 1 instructional hour on Mondays and Wednesday for a total of **2 hours a week**. The time is from **2:25pm to 3pm and 5pm to 5:25pm on Mondays and Wednesdays**.

This position must be at John Ruhrah School on Mondays and Wednesdays from 2:25 to 5:25. During this time two hours will be at the SABES pay (see below) and 1 hour will be at the Group Leader pay. There are also 2 lesson planning hours that you can use at a time that fits your schedule during the week.

In total this position is 8 hours a week (6 on site and 2 planning hours off-site).

In addition to the above hours, the Facilitator must participate in **mandatory trainings** at Johns Hopkins University (Homewood Campus). Trainings will be held on:

- Thursday, December 10, 2015 (4:00 – 6:30 PM)
- Thursday, January 14, 2016 (4:00 – 6:30 PM)
- Thursday, February 11, 2016 (4:00 – 6:30 PM)
- Thursday, March 10, 2016 (4:00 – 6:30 PM)
- Thursday, April 14, 2016 (4:00 – 6:30 PM)
- Thursday, January 12, 2016 (4:00 – 6:30 PM)

**Start Date:** To be filled as soon as possible.

**Tentative End Date:** May 11, 2016. (This is subject to change if any days need to be made up due to closures during the year.)

**Pay:**

SABES Facilitator: \$25 per hour.

MSC Group Leader: \$17 per hour.

**LOCATION**

This position is located at MSC- John Ruhrah #228: 701 Rappolla St. Baltimore, MD 21224. Monthly trainings are held at Johns Hopkins University.



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**QUALIFICATIONS/REQUIREMENTS**

<b>Education/Knowledge:</b>	Formal working knowledge equivalent to an Associate's degree (2 years college) preferred.
<b>Education Discipline:</b>	Child development, Education, math or science preferred.
<b>Experience:</b>	Working with children in 3 <sup>rd</sup> through 5 <sup>th</sup> grades preferred.

**Competencies and Skills:**

- Engages children in group and individual activities
- Effectively manage student behavior in the classroom
- Works independently
- Builds relationships to ensure success of students
- Possesses strong oral and written communication skills
- Possesses knowledge of positive youth development practices

**ESSENTIAL FUNCTIONS**

- Is responsible for implementation of the SABES STEM afterschool program for students in 3<sup>rd</sup> grade.
- Coordinates with Johns Hopkins University Research teams and community members to facilitate SABES STEM afterschool curriculum and student-driven projects.
- Submits weekly lesson plans, student and mentor attendance records and photos.
- Regularly reports on progress and implementation issues to the SABES team.
- Provide guidance for student-driven projects, structures interactions with STEM experts
- Supervises SABES participants in the classroom, adhering to safety guidelines and maintaining positive learning environment.
- Prepares materials for SABES STEM lessons and coordinates with the program manager to order necessary supplies.
- Serves as a chaperone on fieldtrips.
- Attends and supports SABES STEM Recognition showcases (held twice/year).
- Participates in required training and staff meetings both for SABES and EBLO
- Assists in creating and maintaining participant records.
- Ensures the safety and good behavior of the group through positive effective behavior management.
- Consistently communicates with the MSC Site/Parent Coordinator on the progress and needs of the students and participates in a team approach to communicating with parents and teachers.
- Follows the program's daily schedule as created by the MSC Program Coordinator and MSC Site/Parent Coordinator.

**To apply, send a cover letter and resume to Scott Davis at [mscprogram@eblo.org](mailto:mscprogram@eblo.org) with the subject line of *MSC SABES Facilitator Application*.**