



Job Title: Professional Instructors

Department: Teach One Academy & Learning Center

Reports To: Executive Director

Hours: Full Time, Part Time, evening and weekend hours as needed

Grade Level: Elementary, Middle, and High School; Special Education

Subject Matters:

- Web Design (Middle School)
- Help Desk Support (Middle and High School)
- Computer Science (High School)
- Computer Programming (High School)
- Photography & The Arts (Middle)
- Financial Literacy (Middle and High School)
- Accounting (High School)
- Bookkeeping (High School)
- MS Office Proficiency (High School)
- Health & Wellness (Hygiene, Health Living & Cooking)
- Gardening (Elementary – High School)
- Sign Language (Elementary – High School)
- African American History (Elementary – High School)
- Economics (High School)
- Music Appreciation (Elementary – High School)
- Art Appreciation (Elementary – High School)
- Entrepreneur Series (High School)
- Cook It Up (Elementary – High School)
- \*Step Program Instructor (Elementary – High School)

Position Objective:

Teach One Academy & Learning Center is a 501(c)(3) nonprofit community based, co-educational, college-preparatory day school, that prepares talented, well-qualified, and motivated college-bound students, Third through Grade 12, to pursue and realize their academic, personal, and social potential. We provide a comprehensive, caring, and creative curriculum and extracurricular program that fosters an experience of excellence for each student. Inspired students, a superior faculty, and engaged families thrive in our diverse, safe, and supportive community. We afford students the opportunity to discover their passion in life and to learn to embrace confidently and responsibly the moral and ethical challenges of being lifelong learners, teachers of others, and citizens of an increasingly complex global community.

We are seeking Professional Instructors, experts in their field that are dynamic, have a passion for educating youth, and are looking for a school environment that allows them to expand upon the curriculum to ensure that their students are actively engaged in the educational process. We encourage diversity within the daily instruction, including field trips, and hands-on practicum.

*Each One...Reach One...Teach One*

P.O. Box 1482, Lithonia, GA 30058 ~ Phone (678) 629-7493 ~ Fax (866) 899-8763

[Teachoneacademy6@gmail.com](mailto:Teachoneacademy6@gmail.com) ~ [www.teachoneacademy.org](http://www.teachoneacademy.org)



The Instructors will work directly with students that attend online/virtual public schools at the Learning Center, such as GCA, students that attend the Learning Center's homeschool program, and the after-school program.

## Essential Functions:

- Administer appropriate curriculum for various student groups such as Homeschool, Virtual/Online Public Schools, After-School program;
- Demonstrate knowledge, skill, and ability of specific subject matters to provide instruction in an elementary, middle, or high school classroom;
- Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.
- Create and maintain a positive, orderly, and academically focused learning condition in the instructional environment;
- Analyze student progress and provide appropriate instruction;
- Provide a classroom management/discipline plan ensuring safety at all times;
- Work professionally with administration, staff, parents, and community;
- Integrate technology into the instructional program;
- Establish and communicate clear objectives for all lessons, units, and projects;
- Communicate effectively both written and orally.
- Perform other job-related duties as assigned by appropriate administrator.

## Position Requirements:

- Bachelor's Degree required;
- Experience educating various grade levels (Elementary, Middle, or High School; Special Education)
- 5+ years experiences in field of interest

## Apply:

Please submit your resume, cover letter, and salary requirements to [careers@teachoneacademy.org](mailto:careers@teachoneacademy.org). Include Professional Instructor – (Subject) in the subject line. An email will be forwarded to your attention confirming the receipt of your resume.

## Physical Requirements:

Must have the ability to complete all standard administrative and support tasks including but not limited to care with consumers, climbing up and down stairs, operation of computers/phones/fax/printer/copy machine, and the ability to lift boxes, furniture, and equipment up to 30 lbs.

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

It is the policy of Teach One Academy that the Agency wholly complies with the equal treatment of all employees and applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or veteran status in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff and termination and all other terms and conditions of employment.

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