



Teacher/Tutor – Dowd Education Center

Our Mission:

The Homeless Families Foundation educates and nurtures children while empowering families to achieve stable housing and self-sufficiency.

Position Overview:

This position reports to the **Director of Education** and provides a positive learning environment using developmentally appropriate ways when teaching participants of the Dowd Education Center learning extension programs.

Key Responsibilities:

- Provides a caring environment to assist children with their homework, academic enrichment, youth development and social emotional learning
- Provides an environment for children to develop socially and behaviorally, as well as academically
- Maintains accurate daily and monthly records on each child
- Reports the need for any academic or behavioral intervention needs
- Participates and helps supervise the children during events
- Accompanies and supervises children attending special programming
- Completes accurate documentation of a child's progress academically, socially and behaviorally
- Makes copies of homework when needed and report cards when possible

Qualifications:

- BS/BA in Education/Early Childhood Education/Education Administration preferred; Associates Degree and/or Certification will be considered
- Minimum of two years' working with at-risk children
- Demonstrates Professionalism:
 - Exhibits respect for colleagues, clients and community through positive communication, appropriate body language and dress.
 - Exhibits highest work ethic; completes projects on time, work is accurate and thorough; is dependable and reliable.
 - Maintain confidences.
 - Establishes and maintains effective relationships with peers, clients and supervisors.
 - Actively seeks win-win solutions by avoiding hidden agendas.



- Excellent Communication Skills
 - Seeks to understand before being understood.
 - Presents recommendations, evaluations and solutions in a clear and non-threatening manner.
 - Uses appropriate body language, tone and terms.
 - Verbal and written communication is positive, consistent and constructive.
 - Listens with an open mind.
- Team Player
 - Champions for programs, services and staff of The Homeless Families Foundation.
 - Participates in activities and interdepartmental meetings; contributes individual skills and knowledge to increase likelihood of success.
 - Assists all colleagues when necessary in order to meet client needs.
 - Collaborates with others to meet deadlines and objectives.
 - Mentors less experienced staff.
- Continuous Improvement
 - Accepts responsibility for identifying areas for personal growth and knowledge that are relevant to current and/or future client needs.
 - Participates in quality improvement activities for agency including outcome measurement, impact of service and accountability
- Congruence with agency mission and values required.
- Valid Ohio driver's license, proof of automobile insurance, ability to successfully pass a drug screen and ability to pass a criminal background check required.
- Physical ability to lift and carry file boxes and supplies.