

JOB DESCRIPTION

JOB TITLE: Summer Literacy Teacher

EMPLOYER: Martin Luther King Community Center

DEPARTMENT: Education

REPORTS TO: Director of Education

Pay: \$40.00/hour

This is a seasonal position, beginning June 29,2026.

Hours: 25 hours per week.

SUMMARY:

This is a contractor position and is responsible for implementing the summer literacy initiative "Reading Reaps Rewards" to the rising first through fifth graders enrolled in the MLK's summer camp; to maintain or increase their literacy skills.

DUTIES AND RESPONSIBILITIES:

- Assists struggling students to improve their literacy skills.
- Prepares lessons and instructional activities each day based on student interests, ability level.
- Develops weekly class assessments to measure each student's mastery level of benchmark skills and determine progress.
- Provides daily instruction to students using a variety of proven teaching methods.
- Creates and examines data to measure the success of literacy programs and instruction.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- Bachelor's Degree (BA) from four-year college or university, or one to two years of related experience and/or training, or equivalent combination of education and experience.
- **Certificates, licenses and registrations required:**
 - Rhode Island Teaching Certification required.
- **Computer skills required:**
 - Word Processing Software (Word);
 - Electronic Mail Software (Outlook);
- **Other skills required:**
 - Bachelor's degree in literacy, ESOL or education.
 - Experience working in a summer camp setting preferred.
 - Ability to work with children and keep them actively engaged in a variety of activities.

- Strong interpersonal skills and ability to communicate with all levels including staff, parents, and children.

- Be available for all weeks of the summer camp program.

COMPETENCIES:

- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to stand.
- Frequently required to walk.
- Frequently required to sit.
- Frequently required to utilize hand and finger dexterity.
- Occasionally required to climb, balance, bend, stoop, kneel or crawl.
- Continually required to talk or hear.
- Occasionally exposed to bloodborne and airborne pathogens or infectious materials.
- While performing the duties of this job, the noise level in the work environment is usually moderate.
- The employee must occasionally lift and/or move up to 30 pounds.