

## **JOB DESCRIPTION**

**JOB TITLE:** Summer Math Teacher

**EMPLOYER:** Martin Luther King Community Center

**DEPARTMENT:** Education

**REPORTS TO:** Education Coordinator

**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 Math initiative to the children enrolled in the MLK's summer camp; to maintain or increase their math skills.

### **DUTIES AND RESPONSIBILITIES:**

- Plans and presents lessons to facilitate students' understanding and application of mathematical concepts.
- Prepares and distributes learning material such as notes, assignments, and quizzes.
- Sources the resources and supplies needed for lessons.
- Ensures that the classroom remains safe and conducive to learning.
- Invigilates quizzes and activities.
- Documents and reports on students' progress.
- Attends meetings with parents and staff.
- 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 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.

- Strong time management and organizational skills.
- Be available for all weeks of the summer camp program.

### **COMPETENCIES:**

- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Sense of Urgency** - Meets deadlines, establishes appropriate priority, gets the job done in a timely manner.

### **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.