**Educator Job Description**

**Effective Date:** 1-3-2023

**Employment with:** We Will Go

**Job:** Educator

**WWG Office:** 809 N Farish St. Jackson, MS 39202

**Retirement:** Eligible for retirement program

**Paid Time Off:** Eligible for paid time off

**Direct Supervisor:** Mariah Pitre

**Board:** We Will Go has an executive board that votes, advises, and makes decisions concerning bylaws, employees, policies, and direction of ministry

**Educator Duties:**

- Establishing and enforcing rules and safety procedures in and out of the classroom
- Mentor and assist in management of students and part-time staff
- Facilitating activities and special events with students, staff, and mission teams
- Provide student assessments, literacy lessons, and Bible lessons
- Administrative duties, including but not limited to, preparing lessons and events
- Promote fair play & discipline among students
- Promote We Will Go in the community and surrounding schools
- Communicate with parents, providing updates and concerns when required
- Driving vans for necessary student events and school pickup
- Advocate and raise awareness for We Will Go in fundraising
- Assist in developing and leading volunteer and staff training
- Able to assist in managing and supporting year-round Education programming: afterschool, youth basketball, and summer learning
- Other essential duties assigned as needed

**Skills and Qualifications:**

- Minimum of one year experience as a teacher
- Red Cross CPR and First Aid Certification
- Excellent communication skills, able to convey procedures to students, staff, volunteers
- Leadership skills to guide and motivate staff and students
- Interpersonal skills to build positive relationships
- Confidence in leading a team
- Able to utilize technology in and out of the classroom
- Assertive, professional, and safe
- Able to share your faith in Christ

*We are neighbors willing to engage our community with the love of Christ*
Official Holidays:

1. New Year’s Day
2. Memorial Day
3. July 4th
4. Labor Day
5. Thanksgiving Day
6. Day after Thanksgiving
7. Good Friday
8. Christmas Eve
9. Christmas Day

When a holiday falls on a Saturday, it is usually observed on the proceeding Friday. When the holiday falls on a Sunday, it is usually observed on the following Monday.

Behavior: As a Christian organization, we expect all staff members to carry themselves in a way that honors Christ. We also expect all staff to recognize that as an employee of WWG, you represent our organization in the community. An employee’s personal actions or behaviors should never jeopardize the image of We Will Go as a Christian organization. If an employee ever acted in a way that jeopardized the image of WWG to our partners, volunteers, or community members, disciplinary action will be taken.

Beliefs: We Will Go is a non-denominational Christian non-profit organization. WWG aids in three focal areas of Education, Engagement and Essentials. Our mission is that we are neighbors willing to engage our community with the love of Christ.

President & CEO Signature: _____________________________________________ Date:___________

Supervisor Signature: ____________________________ __________________________ Date: __________

Employee Signature: ___________________________________________________ Date: __________