



Job Announcement

Head Teacher for Huntington Tutoring Program

Hands On Hartford operates a Huntington School Services program, providing free tutoring to elementary school children in Hartford. Head Teachers would assist with daily operations at one school, performing a variety of tasks.

Duties Include:

- Substitute teaching in absence of an Instructor
- Assisting Instructors in effectively dealing with student behavior issues that arise
- Collecting attendance sheets from all classrooms
- Overseeing the distribution of curriculum pieces and supplies by Classroom Assistants to each classroom, and resolving related issues
- Communicating with parents about student progress

Requirements:

- Valid teaching certificate
- Minimum 3 yrs teaching or working in an educational environment
- Spanish speaking

Compensation: \$33/hr

Hours: Monday – Thursday approx. 3:00 – 5:45 pm

To apply: Please send your resume to Sally Hayes by October 30th. You can mail it to Hands On Hartford, 330 Main St., 3rd Floor, Hartford, CT 06106 or email it to shayes@handsonhartford.org. Sally can also be reached at (860) 728-3201 ex 2001. We look forward to working with you.

Best regards,

Hands On Hartford Team

For more info about HOH visit, www.HandsOnHartford.org or www.facebook.com/hands.on.hartford

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