



291 Broadway, 14 FL New York, NY 10007  
Contact: ashley@thequadmanhattan.com

## The Quad Manhattan Summer Camp Core Teacher

### Position Description

Core teachers at The Quad Manhattan Summer program are trained by highly developed experts in the fields of education and psychology through the spring session leading to a rewarding and fun summer with twice exceptional students. Only teachers with special education, gifted education, speech and language, and/or psychology background may apply. Core teachers plan and implement two psycho-social skill building lessons per day that are adapted to meet the interests and needs of each camper in their class. Class size is no more than ten children and each group has a support staff of three "counselors" at all times: one core teacher and two psychosocial interns. All applicants must be available for 6 week full time work, with the exception of July 4th, flexible hours (3-4 per month) before camp to prepare lessons and create materials, and availability for part-time day and evening training in the two weeks prior to camp start.

### Responsibilities

- Participate in mandatory training and supervision on an ongoing basis.
- Facilitate daily team meetings with two psycho-social interns in your core regarding curriculum updates and daily debriefs (rounds)
- Attend regular supervision with camp director or senior core teacher for curriculum development before and during camp
- Set up classroom
- Keep a record of supplies purchased (after prior approval from the camp director, within the Core budget provided by the Camp Director) for core classes and return to camp director
- Check in students daily, keeping record of daily attendance of students and interns
- Maintain relationships with parents by writing a weekly take-home newsletter for parents that includes the techniques learned at camp that can be modified for home with specific instructions to help parents outside of camp due to camp director by Thursday each week.
- Plan four (4) field trips for the summer budgeting an appropriate amount for your core. Field trips should be core curriculum-based and approved by the camp director.
- Review and become extremely familiar with all student record paperwork and releases prior to start of camp.



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- Plan and implement at least two parent visit times that are core curriculum-based and used to present student findings and achievements. ie; publishing party for a “Where I’m From” poem that encouraged them to learn about each other and their heritages.
- Communicate with all families, providers, and staff via The Quad Manhattan email address ONLY
- Supervise, follow, and aid students through written schedules for your core and implement breaks accordingly
- Support interns, and staff by implementing the Bully Prevention Protocol to students as needed and record all reportable "incidents."
- Plan, supervise and facilitate camp spirit activities and carnivals
- Provide 1:1 tutoring one (1) hour per week after camp hours as needed and at your acceptance.

## Qualifications

- At least 2 years teaching experience
- Enthusiasm for learning and twice exceptionality
- Leadership experience
- Preferred: experience with twice exceptional learners, gifted learners, psychology, and/or special education background
- Positive, can-do attitude
- Strong problem solving and organizational skills
- Flexibility

## Dates

- Must be able to work **5 days per week, July 2, 2018 through August 10, 2018 from 8:00am to 5:00pm**. Please do not apply if you cannot commit to work **EVERY DAY** for six weeks. No exceptions can be made.
- Training and classroom set up two weeks prior to camp
  - June 18-22 (evenings, afternoons, flexible)
  - June 25-29 (full days)
  - June 27 (evening Parent Orientation) 6-8 PM

## Teaching Supervisor

Ashley Riviere  
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