



Teacher/Driver – Dowd Education Center

Our Mission:

Home for Families believes that families deserve and have the right to housing, educational, and financial stability.

Our Values:

Passionate, Inclusive, Genuine, Innovative, Adaptable

Position Overview:

This position reports to the **Director of Education** and provides a positive learning environment using developmentally appropriate ways when teaching participants of the Dowd Education Center learning extension programs.

Key Responsibilities:

- Manages self and position responsibilities in a manner which is congruent with HFF values, mission, policies and procedures
- Leads children through academic enrichment, youth development and social emotional learning in a caring and supportive environment
- Provides an environment for children to develop socially and behaviorally, as well as academically
- Communicates with guardians on a regular basis regarding progress of children
- Reports the need for any academic or behavioral intervention needs
- Participates and helps supervise the children during events
- Accompanies and supervises children attending special programming
- Completes accurate documentation of a child's progress academically, socially and behaviorally on daily and monthly basis
- Makes copies of homework when needed and report cards when possible
- Transports children to and from the Dowd Education Center and to special events; Ensures safety of children at all times
- Completes other duties as assigned

Qualifications:

- High School Degree or equivalent required; Associates in Education or Childcare preferred
- Minimum two years' working with at-risk children
- Congruence with agency mission and values required.
- Valid Ohio driver's license, proof of automobile insurance, ability to successfully pass a criminal background check required.
- Physical ability to lift and carry file boxes and supplies weighing 25 lbs on a regular basis
- Physical ability to operate a motor vehicle and/or access other means of transportation in order to travel locally for business related to The Homeless Families Foundation