The Arbor Learning Community
Part-Time Teacher

The Arbor Learning Community is a non-profit secular organization specializing in customizable educational learning opportunities for homeschooled elementary and middle school students. We are looking for an experienced Part-Time Teacher for the 2024-2025 academic year (Fall 2024 through Spring 2025) who enjoys designing lessons that are engaging, feature deep-learning, and foster creative and critical thinking for small classes that are welcoming, inclusive, and supportive. All classes are held in person at our campus in Fullerton, CA.

Hourly: $26-$34/hour

Hours: 6-20 hours/week beginning in Fall 2024 between 8:45am-2:00pm Mondays through Thursdays; no classes on Fridays

Job Requirements:

● 2 or more years of experience teaching in a classroom setting, required
● 3 or more years of experience with children, required
● Bachelor's Degree, required; California Teaching Credential, preferred
● Passion for designing and teaching out-of-the-box and/or niche classes that are hands-on, interactive, and spark curiosity for the subject
● Enthusiasm for educational options for homeschooled, inquisitive, and passionate students
● Ability to interact with children with compassion and courtesy
● Exceptional people skills, including strong verbal, written, and interpersonal communication skills
● Ability to meet deadlines and be punctual
● Experience with Microsoft Office and Google Suite required; experience with Learning Management Systems, such as Canvas, preferred
● Fingerprinting upon hire, required

Job Duties

● Design & teach/team-teach classes that feature hands-on learning and fosters creative, collaborative, and critical thinking. Class design includes class descriptions for the website and paced outlines. Additional pay is compensated for class design.
  ○ Additional prep time of 1-2 hours/week is allocated for each class in addition to teaching time. Set-up and clean-up time before and after each class is scheduled, along with breaks and lunches depending on schedule.

- Communicate with parents weekly via Canvas (LMS) to keep families apprised of student learning; provide feedback in a timely fashion for classes which may include grading.
- Build rapport when communicating with students, families, and colleagues in person, on the phone, and via email; use discretion and confidentiality when processing student and family information
- Participate in paid professional development opportunities throughout the year
- Set up before and clean up after class as needed, which may include moving tables and chairs
- Walk up and down stairs several times per day; occasionally lift and move materials up to 25 pounds
- Other duties as assigned

In addition to more traditional subjects, below are some examples of possible semester-long class topics; teacher ideas are welcome at the first interview:

Graphic Novels; Logic; Architecture and Sustainable Materials; The African Diaspora; Video Game Design; Writing the TED Talk; Engineering Explorations; Eastern & Western Philosophy; Historic Supreme Court Cases; Using Statistics in Science; Mobile App Design; Indigenous Histories and Practices; Guitar; Renaissance Art & Literature; Code Breaking; Mayan Chocolate; Computational Thinking; Protecting the Future of Bees; History of Jazz & the Blues; Coding & Game Design, etc.!

To perform the Part-Time Teacher job successfully, an individual must be able to perform all essential job duties satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required of a Part-Time Teacher.

The Arbor is an equal employment opportunity employer and will consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.