



POSITION ANNOUNCEMENT

Date of Notice:	August 7, 2023	Closing Date:	When filled
Name of Position:	Teacher	Status:	Full-time
Respond to:	Pathfinders 4200 North Holton St, STE 400 Milwaukee, WI 53212	Contact:	hr@pathfindersmke.org

Job Purpose and Reporting Structure:

Supervised by the Principal, teachers will be directly responsible for implementation of the Education and Treatment Program. This position requires 30 hours of staff development per calendar year.

Essential Duties and Responsibilities include the following:

- Write daily lesson plans, teach assigned classes and prepare weekly schedules / course outlines for at-risk urban youth that help students connect their education to daily living and future vocational needs.
- Conduct academic testing of students and consult with others concerning student needs.
- Facilitate students in developing necessary life skills by working with their positive interests and abilities.
- Provide and maintain a safe and caring environment for students.
- Supervise students in the school building, on field trips and in recreation activities in the community.
- Record daily attendance, daily/weekly progress reports, and semester grades of students in a timely manner using Infinite Campus technology.
- Motivate students to succeed in the classroom and daily living.
- Ensure the program rules and agency policies are followed
- Facilitate parent/teacher conferences.
- Implement and participate in recreation/leisure time activities for students.
- Implement services to students as outlined in their individual education and IEP treatment plan.
- Participate in staff and supervisory meetings.
- Demonstrate positive role modeling for students and families.

Qualification Requirements: .

- Requires education generally equivalent to a Bachelor's Degree—an emphasis on fund development or communications preferred.
- Minimum of three years of experience in fund development and event production is required.
- Experience interacting with diverse groups including corporate and philanthropic groups, volunteers and clients.
- Must possess excellent oral and written communications skills.
- Requires strong project management skills.
- Must possess a good understanding of the organization's overall business, its objectives and financial/budgeting process.
- Previous experience using DonorPerfect or comparable database software preferred.

Additional Information

Salary of \$37,000 – \$42,000 annually, generous PTO, Health, Dental and Vision Insurance, 403b,

Response

Send letter of interest, current resume and salary expectations via email to hr@pathfindersmke.org. Please specify which position you are applying for. Organizational information can be found at www.pathfindersmke.org. No phone calls will be accepted.

An Equal Opportunity Organization

Pathfinders is deeply committed to diversity in all that we do. We welcome applications from all individuals including those who mirror the diversity of our youth and the community we serve.