



Position: Teacher Trainer
Job Type: **Part-Time:** Saturdays and some weekdays during the school year (September-May)
Location: Atlanta
Start Date: February 2011

ABOUT CFY

CFY is the nation's leader in improving the Home Learning Environment of low-income school children. CFY works across the country to educate thought leaders and policymakers on the importance of expanding educational priorities to include learning in the home.

Since 1999, CFY has developed high-impact interventions to strengthen the home learning environment among middle school students, with programs now operating in New York City, Philadelphia, Atlanta, Los Angeles and the San Francisco Bay Area. Its signature Digital Learning Program helps educators build stronger home-school connections and provides families with the key ingredients required to improve their home learning environment -- a home computer loaded with selected educational software; online family learning services; information about affordable broadband options; and hands-on training designed to help parents become more effective learning partners. Studies confirm that CFY's programs have significantly improved students' test scores and class effort and have increased parents' confidence and involvement.

To extend the impact of its work and strengthen the home learning field, CFY also operates an Affiliate Network of 30 organizations in 20 states and the District of Columbia. For more information, please visit www.cfy.org.

CFY-Atlanta Overall Objectives

- Serve close to 1,200 families in 5-6 partner schools by providing free home learning centers, training, and bi-lingual help desk support.
- Provide professional development for partner teachers at each of our partner schools.
- Cultivate CFY Champions at our partner schools and with our partner organizations by providing excellent customer service and high quality programming.
- Maintain a positive team environment that values staff, where all staff perform with excellence at their highest potential.

POSITION DESCRIPTION

The **Teacher Trainer** will lead CFY's exciting Teacher Learning Workshops. The workshops, primarily held in conjunction with CFY's Family Learning Workshops, offer the unique opportunity for teachers to experience parents and students learning together. In addition, teachers are given the chance to explore the teacher, parent and student digital learning



resources, curriculum and tools on the website powermylearning.com. The sessions will primarily be held on Saturdays and potentially during the week. The trainer will be responsible for delivering content developed by CFY in an engaging, interesting and dynamic manner. The trainings will be organized and arranged by CFY and the Teacher Trainer will be supported during the workshop by a Training Associate. All Teacher Trainers will receive training on the workshop content by CFY staff and supported as they develop comfort with the material. The Teacher Trainer is also expected to provide programmatic and curricular feedback that will continue to strengthen the training experience for educators.

Teacher Trainers work two weekends per month between September and May (there may be the opportunity to work three weekends per month if desired). The time commitment on Saturdays is between 3 and 8 hours depending on the size of the school and organization of the workshop (8:00am – 4:00pm). The Teacher Learning Workshops are held at CFY's partner schools, which are located throughout the metro-Atlanta area.

KEY RESPONSIBILITIES

- Provide a fun, engaging and stimulating professional development experience for all educators present at Teacher Learning Workshops
- Work with the CFY-Atlanta team to implement a fun, engaging and high energy workshop
- Provide excellent customer service to CFY's educators, families and schools throughout their experience with CFY
- Collaborate with the Training Associate to ensure that all teachers are engaged and the workshop runs smoothly
- Attend periodic staff training sessions in person or by phone
- Provide ongoing feedback to assist CFY program staff with the organization and development of a stronger training experience
- All other duties as necessary

CANDIDATE QUALIFICATIONS

Required:

- Passion for CFY's mission
- Strong professional development skills/teacher coaching experience
- Experience developing lesson plans or utilizing digital learning activities in the classroom
- Strong problem-solver
- Team-player who is also capable of working independently or with minimal oversight
- Ability to communicate clearly and accurately
- Proficient computers skills
- Availability on Saturdays



Preferred:

- Experience working in middle schools
- Full-time teaching experience
- Experience working in urban, public schools, preferably in Metro-Atlanta

COMPENSATION

- Pay is commensurate with experience
- Compensation does not include the cost of transportation.
- Staff training is compensated at a flat rate per session

TO APPLY: Please send a resume and cover letter to jobs@cfy.org using the following conventions:

Subject line: ATL Teacher Trainer

Cover Letter: yourfirstname_yourlastname_coverletter.doc

Resume: yourfirstname_yourlastname_resume.doc

Your cover letter should answer the following questions:

1. What makes you an exceptional candidate for this particular position?
2. What experiences have you had working with educators and professional development?
3. What is your impression of what creates a quality professional development experience for educators?
4. How have you used technology in a classroom setting?

We will ONLY accept materials via email. Applications will be reviewed on an ongoing basis.

CFY is an equal opportunity employer and welcomes candidates from diverse backgrounds.