



Job Title:	UA Online 3-5 Coordinator	Job Category:	Internship (Paid)
Department/Group:	UA Online Private School	Job Code/ Req#:	n/a
Location:	UA Online Virtual Classroom	Travel Required:	n/a
Level/Salary Range:	Stipend: \$10/hr (20 hrs/wk)	Position Type:	Part-time paid internship
HR Contact:	Baba Amin Ojuok	Date Posted:	08/08/2022
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	09/08/2022
External Posting URL:	www.uhuruacademy.com		
Internal Posting URL:	UA Online Telegram Group		
Applications Accepted By:			
EMAIL RESUME: info@uhuruacademy.com Subject: UA Online Fellowship www.uhuruacademy.com		MAIL: Baba Amin Ojuok UAES, LLC. PO Box 90654 Columbia, SC 29209	
Job Description			
ROLE AND RESPONSIBILITIES			
UAES, LLC. is offering a paid internship for up to two part-time Online Instructors whose role will be:			
<ul style="list-style-type: none"> To manage and coordinate our 3rd thru 5th-grade virtual classroom Serve as a facilitator and/or instructor for 3rd thru 5th-grade learning group in all core subjects (Math, ELA, Social Studies, Science) Work with our curriculum development team to create engaging, culturally relevant, and empowerment-based learning content for UAES students Ensure that our 3rd thru 5th grade students receive quality instruction in a safe online learning environment 			
Responsibilities will include:			
<ol style="list-style-type: none"> Coordinating and facilitating learning activities for a live, interactive 3rd thru 5th-grade virtual classroom Lesson planning for students ranging from 3rd thru 5th-grade skill levels Live instruction and academic assistance for 3rd thru 5th-grade students Grade reporting for students in 3rd thru 5th-grade classroom group Attend weekly team meetings Parental engagement via email, video chat, and/or group messaging <p>All other duties as assigned</p>			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
Applicants must be a junior or senior-level education major at a 4-year college/university and/or have at least 2 years of documented experience engaging with and working with youth.			
PREFERRED SKILLS			
Applicant must have quantifiable computer literacy skills, be proficient at using the Google Worksuite, have excellent communication skills, express a desire and willingness to receive professional development training, and display an outgoing, engaging personality.			
ADDITIONAL NOTES			
This position is for the 2022-2023 school year beginning on Sept. 6, 2022 and ending on May 26, 2023.			
Reviewed By:	Baba Amin Ojuok	Date:	08/08/2022
Approved By:	Baba Amin Ojuok	Date:	08/08/2022