



## PTCS Job Opening

### Enrichment Class Teacher

#### Job Details

**Job Type:** Part Time

**Schedule:** 1-2 times a week; 2:45 – 5:30 PM (time, day, and hours are flexible)

**Pay:** Hourly

**Reports To:** Extended Program Director

#### Pui Tak Christian School

Pui Tak Christian School is a high-performing, faith-based school located in Chinatown, Chicago, IL. Pui Tak Christian has been in operation for 69 years, and we serve Preschool 3-year-old to 8th-grade students.

#### Job Description

The Enrichment Class instructor implements enrichment programs and activities under the general direction of the Extended Program Director. The instructor will conduct class and provide instruction for mixed-age students on topics and skills such as dance, photography, physical fitness, art, music, coding, or more!

#### Main Job Responsibilities

- Plan and conduct engaging activities for a balanced program
- Instruct students at a basic level in groups using various teaching methods
- Instruct and monitor students in the use and care of equipment and materials to prevent injury and damage
- Effectively communicates with the students via verbal and/or written communication
- Prepare materials and classroom setting for activities and/or projects
- Daily class clean-up to maintain a safe school environment
- Perform various basic administrative duties such as taking attendance
- Oversee any volunteers and guide them on assisting you in your class

#### Qualifications

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## To Apply

You can read more about our school at [www.puitakschool.org/about-us](http://www.puitakschool.org/about-us). Please send resumes to [jonpostma@puitakschool.org](mailto:jonpostma@puitakschool.org) and [kathrynjohnson@puitakschool.org](mailto:kathrynjohnson@puitakschool.org).

*As an equal opportunity employer, Pui Tak Christian School does not discriminate in its employment practices against any person because of race, color, biological sex (as determined by anatomy at birth and not subject to change), pregnancy, national origin, ancestry, age, disability, or military status. PTCS is legally allowed to make religion-based decisions in its employment practices in order to fulfill its religious mission. All employee positions are critical to the fulfillment of this mission. Consequently, PTCS expects all employees to live out the Ministry's Statement of Faith and all Biblical standards as interpreted by the PTCS leadership.*

## "Joy in Learning, Love in Teaching"

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