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palestinian
appeal

Position: Learning Support Teacher, LEAP Program

Location: Jerash Community Center

Subject(s): English, Math, or Sciences (Life Science, Biology, Chemistry, Physics)

Reports to: *Administratively:* Center Manager, *Technically:* Education Specialist

Working Hours: Monday-Saturdays, **2-6PM**, in addition to meetings/trainings/preparation time, as needed.

BACKGROUND

As part of UPA's commitment to supporting the educational empowerment of Palestinian refugee youth, recruited teachers will provide learning support to students in grades 7-9 attending UNRWA schools in Jerash camp. This will fall under UPA's education program, titled LEAP, which aims to nurture the intellectual curiosity and emotional intelligence of adolescents during these most critical and formative years. LEAP not only supports adolescents in their academic performance, but also fosters their emotional well-being by integrating psychosocial support throughout the program.

KEY RESPONSIBILITIES

Teachers will provide educational support to students participating in the LEAP program throughout the scholastic year and summer months while fulfilling the below **key responsibilities** and contributing to achieve program outcomes:

Educational Outcomes:

- Implement qualitative educational support to young people through dynamic, interactive, and innovative activities, which encourage engagement and active participation of all students;
- Incorporate various learning styles/approaches to meet the multiple and unique needs of students;
- Implement lessons as per **Learning Framework** in alignment with the UNRWA curriculum;
- Incorporate feedback and recommendations from the Education Specialist, as provided;
- Coordinate with UNRWA teachers on curriculum progress to ensure lessons are in alignment with weekly/daily objectives;
- Support in developing periodic assessments and exams to evaluate student progress and gaps in understanding and support with grading, as requested, in coordination with the Education Specialist;
- Contribute to student learning, growth, and advancement and demonstrate academic competence in the subject area(s);
- Maintain a growth mindset toward student learning and teaching practice and facilitate problem-solving with a curious mind and critical thinking skills;
- Collaborate effectively with parents and the organization to increase student performance;
- Conduct outreach inside the schools and community to engage students in need of learning support;
- Develop and distribute teaching materials to supplement classroom lessons, including study guides;
- Collaborate and closely coordinate with the Education Specialist/School/Caregivers to meet the educational needs and support the academic achievement of your students.

Monitoring & Reporting on Student Progress:

- Prepare a file for each child as per requirements, and as trained by the Education Specialist;
- Track students' attendance daily and follow up on absences and submit to supervisors, as per standard protocols and procedures;
- Prepare monthly, bi-monthly, mid, final reports for each student to evaluate students' performance and follow up on their academic achievement in coordination with management and Education Specialist, Caregivers, and UNRWA Teachers;
- Conduct Parent-Teacher conferences every two months (bi-monthly) to inform parents about student progress and work together on how to best support students;
- Utilize and complete all tools and forms as requested;
- Coordinate with schools to obtain teacher feedback on students' performance to incorporate into their holistic progress reports.

Wellbeing Outcomes:

- Improve students' psychosocial wellbeing by contributing to creating a safe, secure, and positive learning environment where students are protected, valued, and deeply cared for;
- Encourage, motivate, and inspire students by nurturing their intellectual curiosity, fostering their emotional growth, and encouraging them to thrive!
- Mentor students through serving as positive and encouraging adults in their life and consistently advocating and promoting academic excellence!
- Shower students with words of encouragement, motivation, and positive guidance, as well as a belief in their potential and abilities;
- Incorporate healthy and positive incentives to encourage positive behavioral policies;
- Support, as requested, with awareness sessions or life skills development workshops;
- Support, as requested, with field trips or extracurricular activities that may be periodically organized for students.

Overall Responsibilities

- Contribute to the ongoing operations of the center;
- Serve as a positive representative of UPA by presenting oneself with professional integrity, respect, and diplomacy both inside and outside the center;
- Maintain ongoing and positive communication with all stakeholders including Teachers, Caregivers, Staff, Volunteers, Center Director, as well as community members;
- Participate in training courses, education workshops, and/or planning meetings as requested, to ensure the success of the project;
- Ensure duty of care at all times by properly supervising and monitoring students both inside and outside the center;
- Participate in meetings, as requested.
- Conduct Referrals utilizing the **Referral Policy**, as instructed and trained, with the utmost confidentiality, respect, and care for the child;
- Adhere to the UPA **Child Safeguarding Policy**;
- Submit all reports, tools, and assignments in a timely manner with the highest degree of care to ensure the success of the project;
- Comply with all UPA rules, regulations, policies, and protocols.
- Other tasks as requested by the Center Manager or Education Specialist.

REQUIREMENTS

- Proven work experience as a teacher, or learning support programming, in one or more of the specified subjects
- Experience in psychosocial support
- Experience in active, experiential, and interactive learning
- Commitment and strong belief in educational empowerment
- Strong experience in volunteering
- Patient, flexible, positive, consistent, dependable, and cooperative with a sense of humor
- Strong team player.
- Works well independently and holds oneself accountable
- Holds a BA in teacher or a specific subject area relevant to the program.
- Experience working with adolescents and/or young people.
- Understanding of the UNRWA curriculum and structure.

About UPA

UPA empowers Palestinians to improve their lives and communities through socially responsible and sustainable programs in health, education, and community and economic development.

United Palestinian Appeal (UPA) www.upaconnect.org is a 501(c) (3) New York-registered non-profit organization, with headquarters in Washington, DC, and works in the occupied Palestinian territories and refugee camps in Amman and Lebanon. Established in 1978 by Palestinian-American professionals, UPA was conceived as a non-political, non-sectarian organization that would help Palestinians meet their relief and development needs.

Application Process

To apply, please send your resume (C.V.) and cover letter to (employment@upaconnect.org) by 5 June 2025.