



First Unitarian Universalist Society of San Francisco
1187 Franklin Street
San Francisco, CA 94109
www.uusf.org

Title: Lead Teacher Positions for Sunday School Program (K-5, 6-12 grades)

About the Position

UUSF (www.uusf.org) is hiring 2 Lead Teachers in their Sunday School program. Lead teacher works with a small team of volunteers three Sundays a month. Classroom sizes range from 6-15. There will be regular support and supervision meetings with the Minister of Congregational Life and fellow teachers. The position is 8 hours a week @ \$21.50 an hour, three weeks per month. Commitment is 1st, 2nd, and 3rd Sundays. You will gain valuable experience working in an urban church setting with a growing Family Ministry program. This position can serve as a Field Education Placement.

Primary Responsibilities and Expectations

- Attend UUSF Teacher Training
- Complete Sexual Awareness Training online
- Review, design and prepare lesson plans, assign tasks to team
- Coordinate schedule and lesson plans with volunteer teachers
- Schedule regular team meetings with Assistant teachers (virtual or face-to-face)
- Take lead role in class
- Help volunteers build skills and experiences for classroom success and teacher confidence
- Ensure appropriate coverage if you are unavailable
- Maintain weekly email communication with parents and teachers
- Work to build parent/teacher bonds through volunteerism, parent/teacher meetings, potlucks and other creative community building activities
- Assist with Intergenerational Worship Activities
- Attend monthly Lead Teacher Meetings with Associate Minister
- Other duties as assigned

Schedule

- The Lead Teacher is expected to be in class each Sunday (1st, 2nd, and 3rd), 10:30-12:30
- 2-3 hours class preparation each week
- Communication with parents and volunteers (1-2 hours)

Experience/Skills/Learning Opportunities

- Organizational and planning skills
- Communication skills
- Teaching/Leading children and youth and adult volunteers
- Classroom management
- Curriculum Development and Lesson Planning
- Volunteer Management
- Numerous opportunities for creativity and experimentation
- Relationship building/collaborative opportunities with a variety of church constituencies
- Understand and respect principles of Unitarian Universalism, found at www.uua.org
- Lift/carry 40 pounds.
- Walk up one flight of stairs to the classroom

- Pass both a State and National Criminal Background Check
- Complete TB/Health Clearance
- Current First Aid/CPR Certification

Compensation and Credit

- \$21.50/hour for 8 hours per week
- This position can serve as a Field Education placement.

UUSF is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

To Apply: Please send a cover letter explaining your interest in this position and resume. Send to lshennum@uusf.org