



## Summer 2026 Summer Learning Group Leader Job Description

### **Role Purpose:**

The Summer Learning Group Leader anchors the scholar experience through relationship building, consistent routines, and proactive behavior supports. This role supports instruction and learning stations while also leading team-building games, community circles, and structured recess to develop social-emotional skills and readiness to learn. Summer Learning Group Leaders help the classroom feel calm, connected, and purposeful so scholars can engage and grow every day.

### **What You Lead:**

- Daily scholar experience for a consistent group of students
- Classroom routines, transitions, and engagement systems that protect learning time
- Small-group learning support that helps scholars practice and succeed
- Movement-based culture building through structured recess, quick energizers, and community-building activities

### **Core Responsibilities:**

#### *Scholar Relationships And Classroom Culture*

- Build strong relationships with scholars by learning names quickly, noticing patterns, and creating a sense of belonging through daily connection routines (greetings at the door, quick check-ins, learning scholar interests, and using positive narration).
- Reinforce classroom expectations and routines with consistency so scholars know what to do and feel secure. Support the Lead Teacher by keeping the day predictable through clear transitions, visual or verbal reminders, and steady follow-through.
- Use proactive behavior supports and quick resets to keep scholars regulated and ready to learn. This may include strategies such as pre-correcting expectations before activities, using proximity and nonverbal cues, offering structured choices, assigning purposeful helper roles, using short movement or breathing resets, and reinforcing positive behavior early before issues escalate.

#### *Instructional Support And Learning Stations*

- Support Lead Teacher instruction by facilitating learning stations, guiding small groups, and providing 1:1 support as directed.
- Use clear directions, positive reinforcement, and focused monitoring so scholars stay engaged and productive.
- Help implement hands-on learning activities and materials routines that make instruction smooth and interactive.

#### *Transitions, Movement, And "Back Pocket" Engagement Tools*

- Lead smooth transitions that reduce downtime and keep scholar movement safe and organized by giving clear directions, using consistent countdowns, and reinforcing hallway and line expectations so movement stays calm and predictable.

- Use proactive transition supports to prevent problems before they start, including pre-correcting expectations before movement, using proximity and nonverbal cues, offering structured choices, and running quick “reset” routines when energy shifts.
- Maintain a “back pocket” toolkit of quick engagement tools such as call-and-response attention-getters, short chants, 30-90 second energizers, and brief regulation breaks that help scholars refocus without derailing the schedule.

#### *Structured Recess And Group Activities*

- Facilitate structured recess games and group activities that are inclusive, safe, and clearly explained.
- Model positive participation, good sportsmanship, and conflict resolution strategies during play.
- Support supervision boundaries, equipment routines, and scholar safety expectations during outdoor time and movement breaks.

#### *Whole-Day Supervision And Program Responsibilities*

- Support scholar supervision during meals, transitions, arrival, dismissal, and other program moments as assigned.
- Attend and support all field trips and program events as required.
- Assist with basic classroom set-up, reset, and end-of-day organization so spaces remain ready for learning.

#### *Coordination And Communication*

- Communicate scholar needs, patterns, and wins to the Lead Teacher and Leadership Team when relevant.
- Take direction well, ask clarifying questions when needed, and follow through consistently.
- Contribute to a strong staff culture by being reliable, proactive, and team-oriented.

#### *Qualifications And Mindset*

- Experience working with children in a structured setting, such as schools, camps, OST, tutoring, coaching, or youth programs.
- Strong relationship-building skills and comfort guiding groups with warmth and clear expectations.
- Ability to stay calm, consistent, and solutions-oriented in a busy environment.
- Commitment to scholar-centered work and the belief that daily routines and relationships shape long-term outcomes.

**Time:** The 2026 program will run from Thursday, June 4th through Thursday, July 2nd with mandatory post planning on Wednesday, July 6th. Mandatory orientation, planning and classroom set-up is scheduled for Wednesday, June 3rd. Staff may be assigned to the Horizons Scholar Assessment Day on Saturday, May 02nd. The program will be closed on Thursday, June 19th.

**Pay:** Summer Learning Group Leaders (*non-degree holding*) can earn between \$14 - \$18/hour for program work days as assigned.

**What is Horizons at Georgia Tech?** Horizons at Georgia Tech seeks to help children of limited financial means to find success in school and to set high goals for themselves including high school graduation and participation in post-secondary educational experiences. Horizons is committed to the development of the whole child through experiences that enhance confidence, foster awareness of community responsibility, build problem-solving skills, and encourage a life-long interest in learning. All Horizons students learn how to swim, making them safer and building confidence. We encourage children to take charge of their lives and realize their full potential. Come join our amazing program! For more information on Horizons at Georgia Tech please visit [www.horizonsnational.org](http://www.horizonsnational.org), [www.horizonsatlanta.org](http://www.horizonsatlanta.org) or <https://expandedlearning.ceismc.gatech.edu/horizons/about>.

## **Summer Learning Group Leader: Day-To-Day Jobs, Duties, And Responsibilities**

### *Daily Non-Negotiables*

- Greet scholars, reinforce arrival routines, and support a calm start to the day.
- Assist Lead Teacher with learning block readiness and support stations, small groups, and materials.
- Lead transitions and maintain consistent routines that reduce downtime.
- Use energizers, chants, quick games, and regulation breaks to keep engagement high.
- Support meal routines and scholar supervision during breakfast and lunch.
- Facilitate structured recess with clear boundaries, inclusive games, and strong supervision.
- Support dismissal routines and end-of-day classroom reset.
- Communicate quick notes to the Lead Teacher about scholar needs, patterns, and wins.

### *Weekly And Milestone Duties*

- Attend required trainings, meetings, and planning sessions.
- Support assessment days, remediation transitions, and program events as assigned.
- Participate fully in field trips and special program days.

### *Rapid-Response Responsibilities (As Needed)*

- Step in to de-escalate, reset routines, or support a scholar who needs regulation.
- Provide coverage support during schedule shifts or staffing changes.
- Support safety and supervision needs during transitions, outdoor time, or high-movement moments.