

Southern Kern Unified School District Position Description

Position Title: **Instructor**
Department: After School Education & Safety Program (ASES)
Reports To: Site Coordinator

SUMMARY: The ASES Instructor, under supervision of the Site Coordinator, performs a wide variety of social, recreation, and community activities for a child enrichment program. Will assist in providing quality learning intervention skills that promote reading fluency and math growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assist in the development and coordination of a variety of activities for children.
- Assist in development of lessons and activities, preparation of materials.
- Project genuine enthusiasm about working with children.
- Assist in maintaining various kinds of records.
- Lead group activities (such as games, songs, arts & crafts, dance, theater) and direct the work of programs impacting recreation, social and cultural activities.
- Lead small group instruction.
- Assist in interpreting operational procedures to those persons contacting the ASES program.
- Attend meetings and training sessions as requested.
- Assist others in maintaining a safe environment for students (facilities, equipment, etc.).
- Assist in the set up and maintenance of program facilities.
- Supervise students.
- Perform related duties as assigned.
- Accompany participant groups at special events or on program outings.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- Supervises students

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

- High School Diploma or GED required
- Must be NCLB compliant. Must possess one of the following: forty-eight (48) college semester units, AA Degree or higher, or pass District NCLB Paraeducator Test.

EXPERIENCE:

- Experience assisting implementation of children and/or youth programs and activities.
- Experience related to K-12 educational systems & sites.

KNOWLEDGE OF:

- Oral and written English usage, spelling, grammar, punctuation, and arithmetic processes.
- Effective and efficient communication techniques, strategies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Child growth and development principles.
- Behavioral management strategies.
- Techniques necessary to supervise games; plan, organize and direct art/craft activities and education enhancement projects.
- Understanding and knowledge of development of school age children.

ABILITY TO:

- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions.
- Lead the activities of others and direct the work of programs impacting recreation, social and cultural activities.
- Perform appropriately in situations, utilizing tact, initiative, and good judgment.
- Maintain enthusiasm for and while working within a specialized program.
- Assist with setup and maintenance of program facilities.
- Check equipment for safety.
- Assist in maintaining accurate records within various areas of the program.
- Ensure the adherence to safe work practices and procedures.
- Attend meetings and learning workshops as requested.
- Meet schedules and deadlines.
- Communicate so others will be able to clearly understand normal conversation.
- Meet schedules and deadlines.
- Utilize time management, planning and organizational skills.
- Work confidentially.
- Establish and maintain cooperative working relationships with staff, students, and parents and others.
- Work within program schedules.
- Work at a desk, conference table or in meetings of various configurations.
- Read, interpret and apply rules, regulations, policies and procedures.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Reach in all directions
- Perform light physical exertion
- Stand, sit and walk for extended periods of time
- Hear and understand speech at normal levels
- Work at a desk, conference table or in meetings of various configurations
- Lift, carry, push, pull, bend, twist, stoop, kneel, run and crawl
- Lift 25 pounds
- Carry 15 pounds

CONDITION OF EMPLOYMENT:

- Fingerprint clearance required
- Current TB clearance required

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts in some vocational settings. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.