



Department: Education Department

Program: After School

Position: Instructor I

Classification: Seasonal

Compensation: \$18.00 per hour

Reports to: Site Coordinator

Date: August 29, 2022

Job Announcement

Objectives:

Under the guidance and supervision of the Site Coordinator and Director of Education Services, the Instructor I's main role is to provide group instruction (no more than 20:1 student to instructor ratio). Instructor I's will provide enrichment instruction in the areas of Homework, Academics, Arts, and Physical Education. The Instructor I will work with other members of the After School Program team to ensure student safety, engagement, and academic improvement.

Essential Duties and Responsibilities:

- Participates in all selected dates for personnel training
- Attends mandatory training prior to the start of the program
- Helps reinforce program rules
- Provides direct student supervision during instruction time
- Works together as a team with the other members of the After School Program team to plan and facilitate lesson plans and hands-on activities
- Monitors students in the use and care of equipment and materials
- Assists in pre and post evaluation, collecting and recording data
- Maintains great communication with site coordinator and offers support as needed
- Serves as a role model for program students
- Monitors students for overall safety
- Monitors suspicious activity and inappropriate conduct from unauthorized individuals on school site
- Performs effective classroom management
- Administers snacks
- Supervises and engages with children during snack time
- Performs other duties assigned by the Site Coordinator



Qualifications:

- Successfully pass a criminal background investigation
- Provide proof of TB test results
- Ability to lead academic and enrichment classes in a classroom setting
- Must be available for the following shift: M-F between 1:45-6 :00pm

Education and Experience:

- High school diploma or equivalent
- Minimum of one (1) year of experience working with students preferred

Desired Skills and Abilities:

- Ability to work independently and efficiently, exercising good judgment in a fast-paced multi-task environment with minimal supervision
- Strong interpersonal skills
- Ability to communicate effectively, verbally and in writing, with personnel, students, and supervisors in a courteous and professional manner
- Fluent in both English and Spanish.

Work Environment and Physical Demands:

- Standing for extended periods of time, kneeling, bending, pushing and pulling, sitting, and the ability to lift 30 pounds
- Facility to hear and understand speech at normal room levels.

Employment Status:

The Instructor I is a seasonal position and will terminate with the culmination of the program.

Travel:

N/A

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change any time with or without notice



Please submit your resume to:
Education and Leadership Foundation
Attn: Jesus Galvez, Educational Services Director
4290 E. Ashlan Ave. Fresno, CA 93726

Or by email to:
jgalvez@education-leadership.org

Deadline:

Position Open until Filled.