

**Job Description**  
**MOORE PUBLIC SCHOOLS**

**3.39**

**Job Title:** **LIFE Program Instructor**

**Qualifications:**

**Education:** Bachelors degree. Meets State of Oklahoma Certification requirements.

**Experience:** Prior experience in session activities preferred.

**Special Skills, Knowledge Abilities:**

The applicant will create an atmosphere conducive to implementing the philosophy, goals and objectives of the LIFE program. Basic communication skills are needed to exchange information, give/receive simple instructions and respond to inquiries. The ability to fill out forms, write receipts and communicate with parents is required.

**Site:** **Various Elementary Gymnasiums**

**Reports To:** **After School Activities Program Supervisor**

**Job Goal:** **LIFE program instructors will** provide a positive learning environment for physical and health related class sessions and encourage youth of all ability levels to participate in healthy physical activity on a regular basis. Instructors will also stress the importance of proper diet among participants.

**Essential Job Functions:**

- 1) Keep record of each participant in session.
- 2) Inform parents and participants of scheduled classes and events.
- 3) Ensure that facilities are properly treated.
- 4) Supervise students until parents arrive to transport.
- 5) Provide positive learning environment and reinforce goals of LIFE program.
- 6) Stress safety in activities among participants and ensure that proper safety devices are worn.
- 7) Communicate regularly with program supervisor on progress and problems related to program sessions.
- 8) Collect and account for money associated with program according to school district policies.
- 9) Comply with policies and procedures of the LIFE program.
- 10) Plan, organize and implement lessons and activities that support LIFE goals.
- 11) Store equipment in agreed upon locations.
- 12) Attend required meetings.
- 13) Supervise activities at all times.
- 14) Stress sportsmanship in a non-competitive environment.
- 15) Submits forms to LIFE supervisor at requested times.

**16)** Performs such other duties as might fall within their jurisdiction which may be assigned.

In attempting to list some of the duties of LIFE program instructors it is not to be construed that the duties listed are all inclusive.

**TERMS OF EMPLOYMENT:** In compliance with Negotiated contract and/or State law

**SALARY:** Commensurate with hourly pay as set forth in the Negotiated Agreement, Section 8.04, and Item O.

Adopted 03-08-04