

SAINT PAUL PUBLIC SCHOOLS COMMUNITY EDUCATION

COMMUNITY INSTRUCTOR ROLE DESCRIPTION

GENERAL INFORMATION

SPPS Community Education provides safe, engaging, site-specific enrichment programs for students. This position reports to the Community Education Program Coordinator.

QUALIFICATIONS

Minimum Qualifications

1. A high school diploma or GED
2. Reliable, punctual, good communication skills and must have reliable transportation
3. Experience working in youth and family programs

Knowledge, Skills and Abilities

1. Excellent verbal and written communication skills
2. Ability to develop and deliver engaging learning opportunities for elementary age youth.
3. Ability to work with a variety of staff including clerks, teachers, custodians, administrators, instructors and other support staff.

RESPONSIBILITIES

The essential job functions include, but are not limited to, the following fundamental responsibilities:

1. Create class plans using the Community Education planning documents to ensure high quality programming.
2. Maintain a safe, engaging and welcoming environment for youth and families.
3. Work with the Program Coordinators to ensure the effectiveness of the program.
4. Assist in supervising students before and after structured classes
5. Maintain on-going communication with Community Education Program Coordinator, staff and other key members of the site regarding program effectiveness and issues.
6. Ensure that spaces used for instruction are left clean and that daytime teacher's materials are left untouched.
7. Maintain positive relationships with staff, including school staff, custodians and staff from other programs.
8. Manage student behavior with a group of up to 15 elementary students.
9. Attend meetings with Program Coordinators as required and as appropriate.
10. Perform other related duties as assigned.

WORK LOCATION:

Various SPPS school sites.

DATES/TIMES:

Varies, depending on building schedules and instructor availability.

COMPENSATION:

\$20-\$30/hour. Depending on Qualifications.

TO APPLY:

Email a resume to Community Education Youth Programs:
commed@spps.org

