

NON REPRESENTED JOB DESCRIPTION

BEFORE AND AFTER SCHOOL INSTRUCTIONAL PROVIDER

JOB SUMMARY:

Under the direct supervision of the Expanded Learning Site Lead, facilitate and implement before and after school Instructional Provider program activities. Provide assigned instruction for TK-6 students. Perform supervision of before and after school programs.

ESSENTIAL JOB FUNCTIONS:

- Prepare materials and classroom setting for enrichment activities or projects.
- Establish clear objectives for all lessons and projects and communicates objectives to students.
- Instructs and monitors students in the use and care of equipment and materials to prevent injury and damage.
- Work with and instruct TK-6 students individually and/or in small and large groups.
- Implement effective classroom management, discipline and instructional strategies.
- Set up morning or afternoon activities; prepare and duplicate materials and operate instructional equipment.
- Monitor and evaluate the instruction and the student's progress.
- Interact with students to provide guidance, emotional support and motivation to complete tasks.
- Maintain daily before and/or after school attendance sign-in/sign-out log and other records as required.
- Maintain the classroom or learning facility in a clean, organized and healthful manner; storage of materials is required on a daily basis.
- Supervise students in and out of the classroom during before and/or after school day activities.
- Ensure that all school rules, policies and guidelines are adhered to in the classroom.
- Maintain frequent and regular parent communication regarding student progress, behavior and program attendance.
- Attend staff meetings, planning and training session as required.
- Performs other related duties as assigned or directed.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- High school degree or GED.
- Training and/or working with children in a learning situation highly desired.

BEFORE AND AFTER SCHOOL INSTRUCTIONAL PROVIDER
PAGE 2

Minimum Qualifications:

- Demonstrate oral and written proficiency in English.
- Strong written and oral communication skills.

Knowledge, Skills, and Abilities:

- Knowledge of youth programs, school and community activities.
- Ability to implement effective instructional before and after school activities in the classroom.
- Knowledge of instructional strategies appropriate to the assigned responsibility.
- Strong presentation skills.
- Knowledge of available community resources both public and private.
- Ability to work independently with limited direct supervision, and to adhere to schedules and timelines.
- Excellent public relations skills utilizing tact, patience and courtesy.
- Ability to work well with the community at-large, including parents and students.
- Ability to work closely with students, demonstrating broad understanding, tolerance, and acceptance of them.
- Ability to foster a fun and safe classroom environment conducive to learning.
- Ability to set rules and guidelines for students to follow.
- Ability to work in a positive manner with people who are in an adversarial situation.

SALARY: \$50 per hour

BOARD APPROVED: 07/12/23

REVISION DATES: