

CERTIFICATED JOB DESCRIPTION

CERTIFICATED ACADEMIC INSTRUCTOR (ELOP)

JOB SUMMARY:

Under the supervision of the Coordinator of Expanded Learning Opportunities Program (ELOP), the Certificated Academic Instructor provides engaging and enriching experiences for students during their before and after school hours as well as intercession. As an instructor, you will play a vital role in creating a safe, supportive, and educational environment for children, helping them develop both academically and socially.

ESSENTIAL JOB FUNCTIONS:

- **Enrichment Activities:** Plan and lead engaging and age-appropriate activities, workshops, and games that encourage creativity, critical thinking, and teamwork.
- **Academic:** Assist in Core Academic studies through tutoring and intervention.
- **Personal Development:** Foster positive character traits, social skills, and emotional well-being in students through effective communication, conflict resolution guidance, and mentorship.
- **Communication:** Maintain clear and open communication with parents, guardians, school staff, and colleagues to ensure a collaborative and cohesive approach to student development.
- **Program Planning:** Collaborate with other instructors to develop and implement weekly schedules, lesson plans, and thematic activities that align with educational objectives and the interests of the students.
- **Behavior Management:** Establish and enforce consistent behavior expectations, discipline policies, and rewards to promote a respectful and inclusive environment.
- **Resource Management:** Manage program resources, including materials, supplies, and equipment, ensuring they are used effectively and appropriately.
- **Health and Nutrition:** Oversee snack and meal times, ensuring students receive nourishing options and promoting healthy eating habits.
- **Emergency Procedures:** Be knowledgeable about and capable of executing emergency procedures, including first aid and evacuation protocols.
- **Documentation:** Maintain accurate records of attendance, student progress, incident reports, and other relevant documentation.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Minimum Qualifications:

- At least an Bachelor's Degree or Higher. College degree and/or teaching credential in education, child development, or related field is a plus.

- Prior experience working with children in a similar role, such as childcare, tutoring, or teaching.
- Experience in teaching a classroom environment in core or specialty subject.

Knowledge, Skills, and Abilities:

- Strong communication skills and the ability to connect with children, parents, and colleagues effectively.
- Patience, empathy, and a genuine passion for working with and nurturing children's growth.
- Knowledge of child development principles and best practices in education.
- Ability to create and implement engaging lesson plans and activities.
- Basic understanding of behavior management techniques and conflict resolution strategies.
- CPR and First Aid certification (or willingness to obtain upon hire).
- Strong organizational skills and the ability to manage time and resources effectively.
- Flexibility to adapt to changing circumstances and needs within the program.
- A positive attitude, teamwork mindset, and a commitment to providing a safe and enriching environment for children.
- Successful completion of a background check and fingerprinting process in compliance with local regulations and program policies.

Feaster ELOP Salary Schedule: Certificated Instructor