Job Title: QUEST Activity Instructor

Wage/Hour Status: Non Exempt

Reports To: QUEST Campus Site Supervisor

Pay Grade: $12-25 per hour

Dept. /School: Assigned QUEST Campus

Date Revised: 09/14/2026

Primary Purpose:

Provide a safe and developmentally-appropriate afterschool environment for the children enrolled in the MISD QUEST program.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Ability to work well with children, parents and co-workers
Ability to follow verbal and written instructions
Positive customer service skills
Must meet all Texas Child-Care Licensing Regulations/Minimum Standards

Experience:

Some experience working with children

Major Responsibilities and Duties:

1. Positively guide, care and supervise a group of children.
2. Interact with children while modeling respect.
3. Encourage developmentally-appropriate independence in children.
4. Maintain a safe and productive environment.
5. Keep Site Supervisor informed of special needs or problems of individual students.
6. Greet and welcome children, parents and other visitors.
7. Demonstrate self-control and good judgment.
8. Uphold a strict knowledge base of Texas Child-Care Licensing Regulations/Minimum Standards, district and school policies.
9. Report suspected child abuse and neglect to the appropriate administrator and law enforcement agencies according to guidelines in the Texas Department of Family and Protective Service.
10. Participate in in-service training, meetings and special events as needed.
11. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Program sports equipment and supplies assigned to the QUEST program

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.