

DELANO UNION SCHOOL DISTRICT
After School Activity & Academics Instructor

Brief Description of Job

To assist in implementing comprehensive, meaningful and well organized after-school program for participating students.

Administrative Relationship

Works under the supervision of a variety of certificated persons as directed by the Assistant Superintendent-Instruction.

Major Duties and Responsibilities

1. Implements educational enrichment activities for participating students
2. Works with individual students and groups of students as assigned
3. Works with parents and staff in promoting understanding of program
4. Participates in in-service training programs as needed
5. Provides a variety of activities related to physical fitness, fine arts, recreation, and prevention of unhealthful and inappropriate behavior
6. Maintains necessary records and files
7. Maintains high level of professional behavior and confidentiality concerning students and families
8. Performs other related duties as assigned

Qualifications

1. Demonstrated knowledge of, and the ability to provide instruction in: reading, writing and mathematics or reading readiness, writing readiness, and mathematics readiness, as appropriate
2. Ability to provide remedial and enrichment help to individual and small groups of students in basic skills areas
3. Demonstrated ability or willingness to work with children of diverse ethnic, racial, cultural, educational and economic backgrounds
4. Ability to follow oral and written directions
5. Interest in enhancing student school attendance, positive behavior and well-being

Experience

Prior experience working with children is highly desirable.

Education

1. Graduation from high school or equivalent
2. Must pass a District-administered test of basic education skills
3. Must have:
 - a) Completed two years of study at an institution of higher education; or
 - b) Obtained an associate's (or higher) degree; or
 - c) Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment

4. Knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness)

Salary

Salary Range 21

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Presents learning materials and conducts instructional exercises;
2. Tutors individual students and small groups of students to reinforce and follow-up learning activities;
3. Leads students in drill, practice, and study activities as a follow-up to the presentation of instructional concepts by regular school day instructional personnel;
4. Directs students into safe learning and play activities and functions, and shapes appropriate social behaviors;
5. Manages student behavior through use of positive reinforcement strategies and techniques;
6. Assists certificated staff with preparation of a variety of instructional materials and learning aids for use with individual or small groups of students;
7. Operates and assists students in the operation of a variety of instructional media machines and equipment;
8. Assists students with activities to develop small muscle and eye-hand coordination;
9. Administers routine first aid and requests assistance for nonroutine injury or illness;
10. Maintains an orderly, attractive and positive learning environment;
11. Participates in parent conferences, as requested;
12. May assist in making community resources available to students and/or families.
13. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

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|---------------|---|----------------|------------------|---|----------------|
| 1. Seldom | = | Less than 25 % | 3. Often | = | 51 - 75 % |
| 2. Occasional | = | 25 - 50% | 4. Very Frequent | = | 76 % and above |

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|----------|----|---|
| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations |
| <u>4</u> | b. | Ability to stand and circulate for extended periods of time |
| <u>4</u> | c. | Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students |
| <u>4</u> | d. | Ability to hear and understand speech at normal levels |
| <u>4</u> | e. | Ability to communicate so others will be able to clearly understand normal conversation |
| <u>3</u> | f. | Ability to bend and twist, kneel and stoop, run and crawl |
| <u>2</u> | g. | Ability to lift at least <u>20</u> lbs. |
| <u>2</u> | h. | Ability to carry at least <u>15</u> lbs. |
| <u>3</u> | i. | Ability to reach in all directions |

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ **Date:** _____

Authorized Representative: _____ **Date:** _____

The above statements are intended to describe the general nature of level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.