

Position:	Child Development Site Instructor	FLSA: Non-Exempt
Department/Site:	Child Development/ Various School Sites	
Reports to/Evaluated by:	Child Development Site Lead Instructor or Program Supervisor	Salary Schedule: Child Development Salary Schedule

SUMMARY

Under the direct supervision of program site coordinator or site lead instructor, performs duties which are routine in nature and follow well defined policies, procedures and mandated regulations. Exercises patience, tolerance and objectivity when working with individual or groups of students. Uses judgement to determine students' needs and when to seek assistance. Required to oversee and manage a classroom of at least 20 students.

DISTINGUISHING CAREER FEATURES

Child Development Site Instructors are required to have a combination of college level classes and training sufficient to meet district/state established standards. Instructors may work with general and/or special needs students and receives appropriate trainings and support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, creates, and submits lesson plans/activities with the assistance and support of program site coordinator and/or site lead instructors.
- Promotes, provides, and maintains a positive learning environment for students. Assists students by providing proper examples, emotional support, a friendly attitude, and general guidance. Assures the health and safety of students by following health and safety rules.
- Promotes and maintains the integrity of expanded learning program goals, policies, and procedure as outline in grant assurance and/or directive of school site and district.
- Supervises, works, and facilitates structured and engaging activities with individual or small groups of students.
- Assists in maintaining order among the students in the classroom and on the school grounds. Exercises appropriate discipline procedures when applicable.
- Effectively performs a variety of clerical duties such as preparing instructional materials, completing documentations, lesson plans, taking attendance, maintaining records and files.
- Maintains open and timely communication with all appropriate personnel about student behavior, social emotional and academic progress; program questions and/or concerns; request for time off; and any other program related topics.

- Attends and participates in staff development trainings and meetings as assigned.
- Performs other related duties and responsibilities as assigned that support the overall objective of this position.

QUALIFICATIONS

Knowledge and Skills: Requires a basic knowledge of child guidance principles and practices and an understanding of the goals and objectives of the Child Development Expanded Learning Program. Knowledge of the basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading sufficient to assist students with individual or group studies. Requires strong communication skills to interact with students, faculty, parents, and staff.

Abilities:

Ability to perform the essential responsibilities and work tasks of this position. Demonstrated ability to understand and interpret oral and written instructions and policies of program to assist in the instruction of students. Ability to understand the needs and differences of students to reach and motivate them. Requires the ability to provide a positive learning environment for all students. Ability to perform clerical and classroom support duties. When appropriate must be able to supervise Child Development Aide.

Working Environment: Work is performed in a classroom and playground setting presenting minimal exposure to health or safety hazards.

Education and Experience:

Must be 18 years of age, High School Diploma or G.E.D. Certificate, and any equivalent combination of education, training, and experience below:

Evidence of experience or training in education or a related field A minimum of 12 college units; some program placement may require showing evidence of passing the District/State Paraprofessional Test. Specific experience in working with children in a classroom or other organized setting and experience working with a diverse range of people required. Preferably experience or training working in expanded learning programs.

Licenses and Certificates: Valid Driver's License. Have a current CPR/Pediatric First Aid certification, preferred.