



## Leading Ladies of Legacy Inc. | After School Instructor | Job Description

Are you an enthusiastic and skilled classroom instructor who is passionate about helping youth? Leading Ladies of Legacy is recruiting for the 2017-2018 school year and we'd like YOU to join our program team!

### Purpose Statement

The job of After School Program Group Leader was established for the purpose/s of helping students develop and strengthen academic, physical and social skills by providing assistance and tutoring to students in the after school program. Incumbents will be responsible for providing academic tutoring and enrichment programming (i.e. poetry, art, drama, music, dance etc.) for designated groups of up to twenty students; and organizing and providing recreation activities. Incumbents will work under the direction of the Executive Director.

**JOB DESCRIPTION** This job reports to the Executive Director

### AFTER SCHOOL PROGRAM GROUP LEADER

#### Essential Functions

Assists students, individually or in small groups, with lesson assignments (e.g. reading stories, listening to students reading, language, spelling, facilitating activities, motor perception programs, colors, number charts, checks homework, etc.) for the purpose of presenting and/or reinforcing learning concepts and reaching their academic goals and potential.

- Attends meetings with the Executive Director, after school staff meetings and training opportunities for the purpose of reviewing and coordinating after school activities and learning new instructional techniques.
- Implements instructional learning activities for the purpose of improving students' academic, physical and social skills. Maintains classroom equipment, work area, students' files/records (e.g. adapting instructional materials, cleaning work area, taking attendance, checking homework, grading papers, emergency cards, audio visual equipment, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Modifies classroom work/homework for the purpose of providing a method to support and/or reinforce classroom objectives. Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, library, etc.) for the purpose of enforcing school rules and procedures regarding student behavior and participation and/or providing a safe, respectful and positive multicultural learning environment.
- Performs record keeping and clerical functions (e.g. copying, correcting papers, form preparation, attendance, phone calls, etc.) for the purpose of providing necessary records/materials and helping students succeed.
- Promotes good habits for the purpose of improving the quality of student's outcome and encouraging student development.

### Job Requirements:

Minimum Qualifications: Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; administering first aid.



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KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities; and working with diverse youth.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.; being attentive to detail; displaying tact and courtesy; teach a sport, form of art, specific academic area, technology, or experience in social development and ability to speak, read and write English and Spanish is preferred.

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. There is some opportunity to effect the organization's services. Responsibility The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

Working Environment: Classroom setting and outdoor recreation setting

Experience: Job related experience is required.

Education Equivalency: High School diploma or equivalent. (prefer some years of college)

Required:

- Testing Certificates & Licenses As Needed
- Continuing Educ. / Training
- Background Clearance
- TB Clearance

### Application Instructions:

Please send your resume and a sample lesson plan (on a topic of your choice, tailored for a small group of elementary school aged students) to [rcoley@leadingladiesoflegacy.org](mailto:rcoley@leadingladiesoflegacy.org). The deadline to apply is July 30<sup>th</sup> 2017