



Title: Assistant Lead Instructor

Program: Titans ASES

Reports To: Site Coordinator, Program Coordinator, and Program Director

Employment Status: Part-time

Hours: 21-25 hours per week max when classes in session, may be greater during intersession and breaks.

Pay rate - \$12.00 - \$12.75

Position Summary

Titans ASES Assistant Lead Instructor works with a group of up to 23 students, 1st-6th grade. Daily tasks consist of tutoring, homework assistance, and educational enrichment. This position plays the role of assistant supervisor to the staff on site and assists the site coordinator with daily duties at site.

Titans ASES Assistant Lead Instructors must be available to work five days a week (Monday to Friday) from 2:00 to 6:00 p.m. and 12:30 to 6:00 p.m. on Thursdays. Also, on a few days during the year hours are from 12:00 to 6:00 p.m. This position must also possess experience working with children in an after school setting; have high energy, excellent organizational and communication skills, and the ability to maintain a fun and organized atmosphere.

Candidates for this position **must have supervising experience** and have the knowledge and **experience in after school programming.**

Essential Functions

1. Provide tutoring and homework assistance to help students meet state standards.
2. Implement Read for Real, Voices, Comic book, Jiji (MIND), Houghton Mifflin (H&M), & computer based curriculum (Training will be provided).
3. Provide students with educational enrichment which may include positive youth development strategies, recreation and prevention activities.
4. Create and implement engaging educational curriculum on monthly basis.
5. Work collaboratively with Supervisors and Instructors.
6. Accurately track students' progress using programmatic protocol.
7. Responsible to help guide the other instructors to get the best out of them to benefit the program.
8. Responsible for any Titans ASES curriculum that had been given or checked out.
9. Responsible to collect all attendance documents and any other documents needed at the end of every day of program.
10. Responsible for making sure snack is run properly.

11. Responsible if needed to update any information in the attendance tracking system.
12. Responsible for making sure program is running smoothly and efficiently.
13. Responsible to report all information to their direct supervisor.
14. Responsible to stay longer hours if needed.
15. Responsible to enforce all policies on site.
16. Responsible to display professionalism at all times.
17. Responsible to attend all weekly staff meetings.
18. Responsible to support their supervisor by doing what is asked.
19. Responsible for producing monthly schedule calendars and clubs to their supervisor for approval.
20. Responsible for having their own vehicle of transportation. This position will require the use of your own vehicle from time to time transporting program equipment from site to site or to report to other locations if needed.
21. **Must stay at site if there is a late child pick up, no matter what the circumstances may be.**
22. **Must volunteer 6 hours of mandatory professional development training hours.**
23. Performs other duties that are assigned throughout the year.

Skill Requirements

1. Ability to solely manage a classroom of 20-23 students.
2. Able to manage student behavior and implement effective disciplinary techniques.
3. Excellent verbal and written communication skills.
4. Highly organized with exceptional interpersonal and partnering relationship skills.
5. Enthusiastic and highly motivated.
6. Proven leadership and team-building skills.
7. Excellent time management skills.
8. Professionalism is a must.
9. Proficient in Microsoft Office (i.e. *Word, Excel*).
10. Most of all is being flexible, team oriented, child focused, and wanting to make a difference in children's lives.
11. Minimum of 48 college units or passing of the BPSD NCLB district exam