



Title: Titans ASES Instructor

Program: Titans ASES

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

Employment Status: Part-time

Hours: 16 - 20 hours per week max when classes in session, may be greater during intersession and breaks.

Pay - \$11.00-12.15 per hour

To apply - Please email résumé and cover letter to chrisperez@fullerton.edu

Position Summary

Titans ASES Instructors work with a group of up to 23 students, 1st -6th grade. Daily tasks consist of tutoring, homework assistance, and educational enrichment. Titans ASES Instructors **must be available to work five days a week** (Monday to Friday) from 2:00 to 6 p.m. Also, on a few days during the year the hours are from 12:00 to 6:00 p.m. All instructors must attend mandatory weekly staff meetings. Candidates must have high energy, excellent organizational and communication skills, and the ability to maintain a fun and organized atmosphere.

Essential Functions

1. Provide tutoring and homework assistance to help students meet state standards.
2. Provide students with educational enrichment which may include positive youth development strategies, recreation and prevention activities.
3. Create and implement engaging educational curriculum on monthly basis.
4. Must work collaboratively with Supervisors.
5. Accurately track students' progress using programmatic protocol.
6. Implement Read for Real, Voices, Comic book, Jiji (MIND), Houghton Mifflin (H&M), and computer-based curriculum (training will be provided).
7. Responsible to fill out all attendance documents accurately and turn in to supervisor on a daily basis.
8. Responsible for any Titans ASES curriculum and binders that had been given or checked out.
9. Responsible to carry out the snack and assure it is conducted properly on daily basis.
10. Responsible to help program run smoothly and efficiently.
11. Responsible to report all small or big information to direct supervisor.
12. **Responsible to stay longer hours if needed.**
13. Responsible to enforce all policies on site.
14. Responsible to display professionalism at all times.
15. Responsible to attend all weekly staff meetings.
16. Responsible to support supervisor by doing what is asked.
17. Responsible for producing monthly schedule calendars and clubs to supervisor for approval by the assigned due date.
18. Must sign in and out on a daily basis for accurate work schedule timekeeping purposes.
19. **Must volunteer 6 hours of mandatory professional development training hours.**

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. Excellent time management skills.
7. Professionalism is a must.
8. Proficient in Microsoft Office (i.e. *Word, Excel*).
9. Most of all is being flexible, team oriented, child-focused, and wanting to make a difference in children's lives.
10. Successful candidates should have 48 completed units at an accredited college or university. Candidates not having 48 completed units must pass the BPSD NCLB district exam within 90 days of hire to continue employment.