

EMPLOYEE NAME: _____

Revised: 10/12; 5/17; 6/18; 1/19

JOB DESCRIPTION

POSITION TITLE: Instructor, 21 st Century Community Learning Center Grant	JOB CODE: A827
DIVISION: Leadership	SALARY SCHEDULE: N/A
DEPARTMENT: Leadership	WORK DAYS: As needed
REPORTS TO: Program Director, 21 st Century Community Learning Center Grant	PAY GRADE: NA
FLSA: Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Provides instructional activities related to an academic area for students in the after school program funded by the 21 st Century Community Learning Center Grant.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree required; proficient in a field of expertise preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate preferred
3.	Experience: 1 year experience working with students preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, instructional strategies that connect the curriculum to the learners, student management, and knowledge of site safety procedures

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Develops, plans, and implements activities for the students.
3.	Submits activity plans to the Program Director.
4.	Coordinates with Program Director to request permission for any supply purchases.
5.	Follows daily time schedule as assigned by the Program Director.
6.	Follows site safety procedures.
7.	Performs additional duties as assigned by appropriate administrator.

Note: Position will be funded through the Georgia Department of Education 21st Century Community Learning Center Grant and may be eliminated when the grant expires.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____