



EMPLOYEE NAME: _____

Revised: 7/02; 6/07; 10/12; 7/13; 8/15; 7/17; 6/18

JOB DESCRIPTION

POSITION TITLE: ASP Enrichment Instructor	JOB CODE: A807
DIVISION: Accountability and Research	SALARY SCHEDULE: ASP Salary Schedule
DEPARTMENT: Alternative Education Programs	WORK DAYS: As needed
REPORTS TO: ASP Director	PAY GRADE: ASP4
FLSA: Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Provides instructional enrichment activities for the ASP students. An enrichment activity is an activity that is not normally taught in the school.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate preferred; Must be certified in CPR and First Aid
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Oral and written 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 enrichment activities for the students.
3.	Submits activity plans to the ASP Director.
4.	Coordinates with ASP Director and ASP Bookkeeper to request permission for any supply purchases.
5.	Follows daily time schedule as assigned by the ASP Director.
6.	Follows site safety procedures.
7.	Performs additional duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____