JOB DESCRIPTION

POSITION TITLE: Enrichment Instructor, 21st Century Community Learning Center Grant	**JOB CODE:** A826
DIVISION: Leadership & Learning	**SALARY SCHEDULE:** N/A
DEPARTMENT: Leadership & Learning	**WORK DAYS:** As needed
REPORTS TO: Program Director, 21st Century Community Learning Center Grant	**PAY GRADE:** N/A
FLSA: Exempt	**PAY FREQUENCY:** Varies based on primary job
PRIMARY FUNCTION: Provides instructional enrichment activities for the students in the after school program funded by the Georgia Department of Education 21st Century Community Learning Center Grant.	

REQUIREMENTS:

1.	Bachelor Degree required; proficient in a field of expertise preferred
2.	Certification/License Required: None: Valid Georgia Teaching Certificate preferred
3.	Experience: 1 year experience in the specific area of the enrichment activity; 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 enrichment activities for the students.
3.	Submits activity plans to the Program Director.
4.	Coordinates with Program Director and Bookkeeper 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 _____