



EMPLOYEE NAME: \_\_\_\_\_

Revised: 10/12; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Project LEAP After School Program Instructor	<b>JOB CODE:</b> A821
<b>DIVISION:</b> Accountability, Research & Grants	<b>SALARY SCHEDULE:</b> N/A
<b>DEPARTMENT:</b> Alternative Education	<b>WORK DAYS:</b> N/A
<b>REPORTS TO:</b> Coordinator, Project LEAP ASP	<b>PAY GRADE:</b> N/A
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Varies based on primary job
<b>PRIMARY FUNCTION:</b> Provides project-based instructional and/or enrichment activities for the Project LEAP ASP students in accordance to the requirements outlined in the Department of Human Services' ASP Contract.	

#### REQUIREMENTS:

1.	Educational Level: Bachelor Degree or working toward towards Educational Degree and involved in student teaching assignment
2.	Certification/License Required: Valid Georgia Teaching Certificate preferred
3.	Experience: Experience in working with adolescents preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Instructional strategies that connect the curriculum to the learners; student management; knowledge of site safety procedures; oral and written communication

*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 project-based activities and enrichment activities for the students culminating in a student performance, demonstration, presentation, etc.
3.	Submits activity plans on a bi-weekly basis to the Site Coordinator.
4.	Assists Program Coordinator with Project LEAP ASP registration forms completed by parents.
5.	Coordinates with Program Coordinator and Bookkeeper to request permission for any supply purchases.
6.	Follows daily time schedule as assigned by the Site Coordinator.
7.	Follows site safety procedures.
8.	Maintains daily attendance reports for assigned students.
9.	Attends and participates in Project LEAP ASP staff meetings and required training sessions.
10.	Performs additional duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_