



EMPLOYEE NAME: _____

Created: 12/08 Revised: 11/09; 7/13; 6/18

JOB DESCRIPTION

POSITION TITLE: Reach for the Stars Program, Assistant Instructor	JOB CODE: A816
DIVISION: Academic	SALARY SCHEDULE: N/A
DEPARTMENT: Alternative Education	WORK DAYS: As Needed
REPORTS TO: Reach for the Stars Program Director	PAY GRADE: ASP1
FLSA: Non-Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION Provides instruction and supervision of planned activities for the Reach for the Stars students.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required; 3.0 GPA preferred
2.	Certification/License Required: None
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, 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.	Instructs and supervises daily planned activities for the students.
3.	Manages student behavior for assigned students.
4.	Maintains accurate records when working the sign out desk.
5.	Follows daily time schedule as assigned by the director.
6.	Knows and follows site safety procedures.
7.	Attends and participates in staff meetings and required training sessions.
8.	Performs additional duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____