



EMPLOYEE NAME: _____

Created: 12/08 Revised: 11/09; 7/13; 9/16; 6/18

JOB DESCRIPTION

POSITION TITLE: Reach for the Stars ASP, Enrichment Instructor	JOB CODE: A817
DIVISION: Academic	SALARY SCHEDULE: N/A
DEPARTMENT: Alternative Education	WORK DAYS: As needed
REPORTS TO: Reach for the Stars Program Director	PAY GRADE: N/A
FLSA: Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Provides instructional enrichment activities for the Reach for the Stars students. An enrichment activity is an activity that is not normally taught in the school.	

REQUIREMENTS:

1.	Educational Level: Bachelor degree preferred; proficient in a field of expertise preferred
2.	Certification/License Required: None; Valid Georgia Teaching Certificate preferred
3.	Experience: None
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 Director.
4.	Coordinates with Director and Bookkeeper to request permission for any supply purchases.
5.	Follows daily time schedule as assigned by the Director.
6.	Follows site safety procedures.
7.	Performs additional duties as assigned by appropriate administrator.
8.	Attends meetings, trainings, and parent events
9.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____