

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS
A 1 2

JOB TITLE Community Education (CE) Instructor
CONTRACT REFERENCE Community Education

TITLE OF IMMEDIATE SUPERVISOR Program Coordinator and Director of Community Education
VERSION DATE January 2019

JOB SUMMARY Assist in delivering program activities and monitoring students

TASK NO. FREQUENCY BAND/GRADE

The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	Assist in implementing daily activities and developmentally appropriate practices.	90%	A1
2.	Assist in maintaining a safe, healthy environment for participants. Provide developmentally appropriate guidance, as directed. Monitor assigned children, report any suspected child endangerment or abuse to the Coordinator, and be aware of and report any other real or perceived hazards to the health and safety of any program participant.	5%	A1
3.	Maintain positive and open communications with staff, parents and Program Coordinator.	3%	A1
4.	Participate in team meetings and staff development activities as directed.	2%	A1
5.	Other responsibilities or room assignments as directed by Program Coordinator.		N/B

QUALIFICATIONS (Specific training or job experience required before appointment)

1. Clear criminal background check
2. Age 18 or older
3. High School Diploma or equivalent
4. Experience working with children in groups preferred

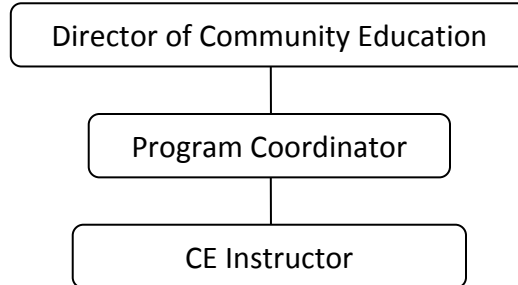
JOB TITLE

Community Education (CE) Instructor

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CONTRACT REFERENCE

Community Education

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employee must frequently lift and/or move 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

Not to exceed 40 hours per week.