



Deer Valley Unified School District

JOB DESCRIPTION

JOB TITLE: **Community Education Lead Instructor: (Before & After School Care)**
JOB CODE: **3-3550**

Position Type: Classified	Department: Curriculum, Instruction & Assessment
Salary Schedule: Classified	Location: School
Salary Range: 28	Reports to: Community Education Manager
Term of Employment: 12 months	Date: January 15, 2014
Shift: Day	Approved By: Human Resources

POSITION SUMMARY:

To work in a partnership with students, staff, parents and the community in accordance with the district's vision and mission to promote student safety and well being.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Completes and maintains all necessary documentation to demonstrate compliance with Dept. of Health Childcare licensing regulations, Community Education standards and district regulations.
- Follows all federal, state, local, and district health and safety procedures.
- Fulfills required professional development hours to maintain director qualifications.
- Evaluates program staff using district classified evaluation.
- Supervises and trains staff, parents, and volunteers as appropriate.
- Develops and implements daily activities that are age appropriate and based on the interests of students in their care.
- Participates daily in planning and implementation of daily activities with instructional assistants and other appropriate staff.
- Maintains accurate records for accounting, collection, and program procedures.

- Maintains accurate payroll records using Kronos.
- Utilizes all available resource to enhance instruction.
- Creates an environment of respect and rapport.
- Effectively manages program procedures.
- Effectively manages student behavior.
- Demonstrates flexibility and responsiveness.
- Communicates well with parents, students, staff, and administrators.
- Demonstrates knowledge of students and individualizes appropriately.
- Optimizes physical space and resources for safety and usage.
- Communicates clearly and accurately with all audiences.
- Engages students in meaningful learning.
- Conducts with staff a minimum of 1 (one) family event per year.
- Demonstrates professionalism at all times.
- Follows all administrative procedures and policies of the school and district.
- Places emphasis on both student achievement and well being.
- Must meet any additional specific job requirements as indicated by the school.
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MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.

SUPERVISORY RESPONSIBILITIES:

- Supervises and evaluates instructional assistants.
- Supervises students.
- Supervises any assigned parent volunteers or chaperones.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.

- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must have a basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must have documentation for Director Qualifications through Arizona Department of Health Services Childcare Licensing.

EDUCATION AND/OR EXPERIENCE:

- Must have a High school Diploma and minimum of 12 credit hours in education related field or 64 Professional Development hours and 24 months work related experience.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.

- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.