



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Community Education Lead Instructor: (Before & After School Care)**

Position Type: <b>Classified</b>	Department: <b>Curriculum, Instruction &amp; Assessment</b>
Salary Schedule: <b>Classified</b>	Location: <b>School</b>
Salary Range: <b>28</b>	Reports to: <b>Community Education Director</b>
Term of Employment: <b>12 months</b>	Date: <b>October 21, 2016</b>
Shift: <b>Day</b>	Approved By: <b>Human Resources</b>

### **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.*