

**PATHWAYS TO COLLEGE K-8  
JOB DESCRIPTION**

<b>TITLE:</b>	After School Education & Safety (ASES) Program Classroom Instructor
<b>CATEGORY:</b>	Classified Non-Exempt
<b>REPORT TO (BY TITLE):</b>	ASES Program Coordinator
<b>SALARY RANGE:</b>	10
<b>SALARY SCHEDULE:</b>	Classified Contract
<b>WORK YEAR:</b>	10 Months

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**POSITION DESCRIPTION**

Under supervision, ASES Classroom Instructors work directly with an assigned class of approximately 20-25 students, acting as a positive adult role model, coach, and mentor. ASES Classroom Instructors must have a genuine interest in the growth, development, and provision of a safe and nurturing environment for the students they teach. Ensuring that Pathways to College students reach their potential takes a tremendous amount of hard work, flexibility, and commitment. ASES Classroom Instructors receive ongoing training and coaching support to continuously strengthen their capacity to engage students in after school learning and enrichment.

**DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)**

Duties may include, but are not limited to the following:

1. Work directly with an assigned class of approximately 15-25 students (TK – 12), acting as a positive role model, coach, and mentor.
2. Ability to establish authority through leadership, communication, and most importantly patience, will be required in giving our students the stability and nurturing atmosphere they need to succeed.
3. Ensures that students reach their potential takes a tremendous amount of hard work, flexibility, and commitment.
4. Provide academic enrichment, using curriculum and materials provided by the program.
5. Plan and coordinate timeline and lessons.
6. Support students in making positive behavior choices and take disciplinary measures when appropriate.
7. Engage youth by following, implementing, and assisting in creating lesson plans.
8. Serve as a positive adult role model for children in the program through appropriate dress, speech, attitude, and courtesy.
9. Ensure student safety by assisting in set up, break down, and ongoing maintenance in effort to keep the school clean and orderly.

10. Promote positive interactions between volunteers and students in accordance with child safety guidelines.
11. Maintain student safety by taking roll and reviewing sign-in/ sign-outs for students and volunteers.
12. Identify student needs and communicate to Program Coordinator, teachers, school administration, parents, and volunteers as appropriate.
13. Participate in staff development activities.

### **JOB REQUIREMENTS**

#### Hours of Operation:

- Must be available five (5) days a week.
- Monday (12:00 pm – 6:15 pm) and Tuesday – Friday (3:00 pm – 6:15 pm); up to 20 hours per week.

### **MINIMUM QUALIFICATIONS**

#### Education and/or Experience:

- High School Diploma or G.E.D. Required or 48 college semester or 60 college quarter units required.
- Ability to speak and write Standard English appropriate in a public-school setting.
- At least six months experience working with a group of 10 or more students in a classroom, afterschool, or recreation environment preferred.
- Excellent communication skills (Written and Verbal).

#### Background Checks/Testing:

- Must pass a Live Scan (criminal background check via fingerprinting)
- Provide a clear TB test