AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**GF PART TIME INSTRUCTOR ENRICHMENT AFTER SCHOOL**			PAY GRADE:	**P/T IS1**
JOB CODE:		FLSA STATUS:	**EXEMPT**	DATE REVISED:	**06/05/2023 HC**
DUTY DAYS:		LEGACY JOB CODE:			
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY GRANT FUNDED. EMPLOYMENT IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

AUSTIN ISD EQUITY STATEMENT:

Austin ISD is committed to developing shared definitions and expectations of equity across our District that are consistent with our Board priorities. The definition of equity from the National Equity Project will guide our transformational work.

- *Educational equity means that each child receives what they need to develop to their full academic and social potential. Working Towards Educational Equity:*
- *Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor:*
- *Interrupting [Disrupting] inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and*
- *Discovering and cultivating the unique gifts, talents, and interests that every human possesses.* *https://nationalequityproject.org/*

-Austin ISD Board President, February 2019

MINIMUM QUALIFICATIONS:

This position requires a high school diploma (or equivalent). Experience working with students is preferred.

SKILL REQUIREMENTS:

This position requires detailed understanding of the area of instruction to be taught, and the ability to interact with and relate to children. Incumbent may be required to operate a variety of office equipment, including photocopiers, laminating machines, and audiovisual equipment. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for providing enrichment activities in a small group setting to students participating in afterschool enrichment programs. The Afterschool Enrichment Instructor will work under the supervision of a program Site Coordinator. Examples of activities includes Technology, Fine Arts, Arts and Crafts, Cooking/Nutrition, Science Investigations, Literacy. Responsible for effective classroom management that enhances student learning.

ESSENTIAL FUNCTIONS:

- Work closely with students and reinforces skills introduced by the teacher.
- Develop a series of enrichment activities based on previously identified program goals.
- Deliver enrichment activities using materials provided by Coordinator or Specialist.
- Track student attendance.
- Maintain a clean and professional classroom environment.

- Possess excellent communication and organizational skills.
- Possess the enthusiasm for the subject material that will foster a love of learning by students.
- Monitor student behavior and disciplines students as necessary.
- Ensure that specific materials and supplies are ready for classroom use.
- Operate audiovisual equipment.
- Organize instructional materials and instructional setting to maximize student learning.
- Plan lessons and curriculum based on the learning needs of culturally diverse and multi-skill level students.
- Plan and prepares relevant and practical class lessons and monitors student's performance.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Work is generally conducted in a classroom environment depending on course material or activities assigned. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position. Incumbent must be able to lift a minimum of 10 lbs.

PERSONAL WORK RELATIONSHIPS:

Incumbent reports to the Site Coordinator or Project Specialist.

The Austin Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions.

I have read & acknowledge the job description above.			
Employee Signature:		**Date:**	