

LAKEVILLE AREA SCHOOLS POSITION DESCRIPTION

POSITION TITLE: ACE Enrichment Instructor

DEPARTMENT / BUILDING: Community Education

TITLE OF IMMEDIATE SUPERVISOR: Enrichment Coordinator

BARGAINING UNIT: Casual

EXEMPT/NON-EXEMPT: Non-Exempt-Hourly

LOCATOR (HR use only):

POSITION SUMMARY:

The Community Education ACE Enrichment Instructor will provide an after-school program to support academic needs in the areas of math, literacy, science, skill building, and enrichment opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position may include, but are not limited to, the following fundamental duties:

1. Plan and coordinate the program to build academic strengths and appropriately meet the needs of participating students.
2. Help students strategize how to organize and break down school work in manageable pieces. Assist in developing organizational skills.
3. Assist students with academic support.
4. Promote teamwork, customer service and a positive image of the program to peers, children, parents, school personnel and public at large.
5. Serve as a role model for parents and staff on effective/appropriate adult/child interaction and offer guidance and resources appropriately.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties and responsibilities may be modified or assigned as necessary to meet the operational needs of the District, consistent with applicable laws, collective bargaining agreements, and reasonable accommodation requirements.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Collaborate with district and special education and middle school staff when necessary to address the needs of a particular student.

2. Maintain confidentiality of all students and parents/guardians involved in the program as well as when handling complaints regarding tutors or services.
3. Perform other duties as assigned by Enrichment Coordinator or designated representative.

REQUIRED QUALIFICATIONS (Specific training or job experience required before appointment):

1. Minimum of two years of experience working with youth at the middle school level preferred
2. Demonstrate ability to relate well to middle school students and their parents, staff and school personnel.
3. Demonstrate team building and organizational skills.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand			x	
Walk				x
Sit				x
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk, see and hear				x
Taste or smell	x			
Physical (lift and carry):				
Up to 10 pounds		x		
Up to 25 pounds	x			
Up to 50 pounds	x			
Up to 75 pounds	x			
More than 100 pounds	x			

DATE: 00/00/0000