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| <b>Immediate Supervisor</b>                                                                                                                                                                                                   | PACT Community Education Coordinator | <b>Work Day</b> | 3:30-5:15pm | <b>FLSA Status</b> | Non-exempt |
| <b>Position Summary</b><br>Plans and teaches engaging visual art classes for community education students, introducing new mediums and techniques while building creativity and confidence in a supportive classroom setting. |                                      |                 |             |                    |            |

**Basic Duties and Responsibilities**

- Supervise students throughout the after-school program, accounting for all children at all times
- Develop lesson plans and class curriculum appropriate to the class's age group and skill level
- Prepare and organize art supplies and materials before each session
- Teach a variety of art techniques and mediums (drawing, painting, mixed media, etc.)
- Manage daily attendance and pick-up procedures
- Create and maintain a safe, inclusive, and welcoming environment for all participants
- Enforce program behavior expectations and district policies
- Respond appropriately to minor injuries or incidents and report them to the Community Education Coordinator
- Maintain a clean, organized program space, including set-up and clean-up each session

**Work Requirements and Characteristics**

| <b>Education and Experience</b>                                                                              | <b>Skill Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                              |
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| A mission-driven individual with a belief in and commitment to PACT's mission, vision, and character-traits. | <ul style="list-style-type: none"><li>• Background or demonstrated skill in visual arts</li><li>• Experience working with children/youth in a classroom, camp, coaching, or similar setting preferred</li><li>• Ability to pass a background check</li><li>• Strong communication and relationship-building skills with children and parents</li><li>• Reliable and able to commit to the program's schedule</li></ul> |

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| <b>Hazardous Working Conditions and/or Exposure</b> | See Physical Demands & Working Environment Chart |
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This position description reflects an accurate summarization of the current duties and responsibilities assigned to the position and may be subject to other duties as assigned.

Following the School Calendar