



## After School Program Instructor

**DESCRIPTION:** Actively supervise and interact with primary and/or elementary students enrolled in Pike County Public Schools' After School Programs while following the daily activity schedule. Implement creative, developmentally appropriate activities and maintain a safe, enriching environment.

**REQUIRED QUALIFICATIONS:**

- High School diploma or GED equivalent
- Excellent oral, written and interpersonal communication skills
- Ability to travel to multiple locations as needed

**PREFERRED QUALIFICATIONS:**

- Experience working with children
- Elementary Education major (college student)

**SUMMARY OF ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Demonstrates prompt and regular attendance
- Actively supervises and interacts with students at assigned site
- Implements creative, developmentally appropriate activities
- Maintains the safety of assigned group through pre-planning, prior inspection of equipment, close supervision and continuous interaction with students
- Establishes and nurtures positive relationships with students, families, staff and hosts
- Consistently models appropriate behavior, positive behavior management, and conflict resolution techniques
- Sets up equipment/materials to transform shared space into developmentally appropriate activity centers
- Assists in maintaining shared spaces by keeping it clean and orderly
- Exhibits appropriate ethical standards, professional appearance and actively pursues professional growth
- Maintains student and program confidentiality
- Exhibits a positive and appropriate attitude
- Complies with the Pike County Board of Education and After School Program policies and procedures
- Performs other duties and responsibilities as assigned by the Coordinator of After School Programs or his/her designee

**REQUIRED DUTIES**

**& RESPONSIBILITIES:** The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Pike County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history checks are required for all employees.

**PHYSICAL DEMANDS:** Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Ability to tolerate a work environment which includes working outside and prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position.

**REPORTS TO:** After School Program Coordinator

**SALARY:** This is a non-contractual position. The rate of pay is based on the Pike County Public Schools At-Will Salary Structure. The rate of pay is \$15.00 per hour/19 hours maximum per week. There are no benefit entitlements associated with this position.

**ADDITIONAL COMMENTS:**

External applicants should apply online at <https://pike.k12.ga.us/employment-opportunities/> Complete application packets consist of:

- Letter of Interest that refers to the desired position by position title
- Current résumé
- Completed online application (<https://pike.k12.ga.us/employment-opportunities/>)
- Copies of all valid professional certificates (as applicable for position)  
College transcripts or high school diploma/GED equivalent (as applicable for position)
- Three Pike County Public Schools Reference Forms <https://pike.k12.ga.us/employment-opportunities/> These reference forms must be written within one year of application date. Two of the references must be from persons who have directly supervised the applicant:
  - (1) a current supervisor and
  - (2) the most recent former employer/supervisor.

It is the policy of Pike County Public Schools not to discriminate on the basis of race, color, religion, sex, national origin, age, disability or genetic information in any of its employment practices, educational programs, services or activities. For additional information about nondiscrimination provisions or to request accommodations based on a disability, contact the Human Resources Department (770-567-8489).