

CODES: 740217
UNIT: Temporary Position
Grade: MCL 001/51 \$15.00/hr.
FLSA: Non-Exempt

CLASSIFICATION

ENRICHMENT INSTRUCTOR

SUMMARY

The Classified Enrichment Instructor provides program enrichment classes in a non-core subject such as pottery, cooking, photography, chess, or life skills.

MINIMUM QUALIFICATIONS

Knowledge/experience in specialized area of enrichment classes being offered, i.e. chess, cooking, pottery, etc.

High School Diploma or G.E.D.

Must be at least 18 years of age

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions

ADDITIONAL REQUIREMENTS AFTER HIRE

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization

FBI fingerprint background check (at employee's expense).

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Provides after and/or out of school age appropriate program enrichment classes in field of expertise in a non-core subject such as pottery, cooking, photography, or life skills.

Creates and facilitates an engaging activity.

Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.

Adapts teaching methods and instructional materials to meet students' varying needs and interests.

Prepares materials and classrooms for class activities.

Instructs and monitors students in use and care of equipment and materials, in order to prevent injury and/or damage.

Adheres to all court orders, state and federal laws, and District policies and regulations.

MENTAL

TASKS

Communicating. Requires the ability to evaluate written material. Reads.

PHYSICAL TASK

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Operates equipment pertinent to enrichment class being offered.

WORKING CONDITIONS

Indoors. Classroom environment. Outdoors, all weather conditions. Contact with students, employees.

SUPERVISORY RESPONSIBILITIES

None

M:JOB740217
New 7/14