



CITY OF WEST PARK JOB DESCRIPTION

JOB TITLE:	After School Program Instructor - Part Time
REPORTS TO:	Program Supervisor
DATE REVISED:	October 28, 2016
STATUS:	Non - Exempt (Hourly Employee)
CLOSING DATE:	Until Filled

General Summary:

Performs instructional, supervisory, and participatory work in planning, executing, and directing assigned educational activities and programs. Responsible for all aspects of the subjects being taught to include proper instruction of the assigned curriculum, accurate accountability of all children's test results, student participation in every task, and overall classroom management. Executes educational and cultural programs, schedules instructional activities, assists the Program Coordinator through oversight of educational program components and performs instructional administration functions.

This is specialized recreation work in the provision of academic enrichment, leisure programs, sports, and other recreational activities for various age and ability individuals and groups. Work involves assisting in the overall organization and delivery of general educational instruction and activities.

Supervision Received and Exercised:

Employees in this class are supervised by the Program Supervisor. Work is reviewed by direct observation, conference and evaluation.

DUTIES AND RESPONSIBILITIES:

- Assists in planning, organizing, teaching and leading various age and ability individuals and groups in general and specialized educational instruction and activities that may include arts and crafts, math, reading, science, writing, music, drama, and Teen Outreach Program.

- Maintains records and prepares reports as directed.
- Enforces safety policies and procedures and may assist in the rendering of first aid in cases of minor injuries.
- Responsible for all aspects of his/her class and/or group throughout the assigned time to include educational, recreational, cultural, and any program field trips.
- Performs related work as required.

MINIMUM QUALIFICATIONS REQUIRED:

Must have a Bachelor's degree in Education or related field and valid K-12 Florida Teaching Certificate at time of program commencement. Experience in a similar environment preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM JOB:

- Knowledge and understanding of the interests and characteristics of various age groups, and the ability to apply this knowledge in supervision of and participation in activities.
- Knowledge of the principles, practices, and techniques of public educational and recreational activities and programs, and of major instructional procedures, rules, and regulations.
- Knowledge of basic safety and first aid procedures.
- Ability to fully administer and teach the assigned curriculum.
- Ability to understand and follow oral and written instructions.
- Ability to keep records and prepare reports.
- Ability to organize and actively participate in various indoor and outdoor educational and recreational activities.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Ethics and Conflict of Interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

WORKING ENVIRONMENT

Work is performed indoors and outdoors with occasional exposure to temperature changes, extreme noise, odors, heights and/or dust.

RISK/SAFETY CONDITIONS

The position requires some exposure or risk related to physical and/or mental health and safety (e.g., exposure to environmentally hazardous material, heavy equipment, assault and battery, communicable disease, etc.).

ESSENTIAL PHYSICAL ACTIVITIES

Typing, stooping, crouching, walking, pulling, lifting, hearing, seeing up close, seeing far away, kneeling, reaching, talking, standing, finger movement, repetitive motions.

HOW TO APPLY:

Download and complete an employment application available online at www.cityofwestpark.org. Click on the Employment link.

Submit complete package including employment application, resume, copy of highest degree earned, and valid State of Florida K-12 Teaching Certificate via:

Mail:

Attn: Human Resources
City of West Park
1965 South State Road 7
West Park, FL 33023

Or

Fax complete application package to (954) 989-2684.

For further information call (954) 989-2688 or E-mail: info@cityofwestpark.org

Incomplete packages will not be accepted.