CLASS TITLE: AFTER SCHOOL ACTIVITY INSTRUCTOR

BASIC FUNCTION:
Under the direction of an assigned supervisor, develop and conduct enrichment activities in an assigned program with individual or small groups of students in a classroom or other learning environment to improve instruction and enhance student learning for a specified short term period of time; preparation of instructional materials.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
- Develop and conduct enrichment activities that reinforce and complement the school’s academic program based on student’s needs and interests. Educational enrichment activities may include visual and performing arts, music, physical activity, health/nutrition, recreation, career awareness and work preparation activities, community service-learning, and other youth development activities.
- Assist students in the understanding of classroom rules and procedures; by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean, set up, and set out instructional materials.
- Communicate with Site Administration and County Office personnel to exchange information and resolve issues or concerns.
- Observe and control behavior of students in the classroom and during outdoor activities according to approved procedures; report progress regarding student performance and behavior.
- Operate a variety of office and classroom equipment including a copier, laminator, computer and assigned software.
- Prepare and duplicate materials and other documents required for assigned program enrichment activity; processing forms and applications, maintain records and files as needed; compile information and materials and prepare reports as requested.
- Provide standards based enrichment activities for individual or small groups of students; reinforce instruction as directed by the supervisor; facilitate student activities.
- Set up work areas and displays; distribute and collect paper, supplies and materials; confer with supervisor concerning lesson plans and materials to meet student needs; present instructional materials.
- Adhere to the schedules, policies and procedures as determined by the Fresno County Office of Education.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Maintain a safe work environment.
• Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
• Serve as a liaison between County Office and administrators, personnel, outside organizations or the public concerning assigned area.
• Serve as a technical resource concerning assigned program, function or instructional area.
• Work collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.

OTHER DUTIES:
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
• Basic instructional methods and techniques.
• Basic record-keeping techniques.
• Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.
• Child guidance principles and practices.
• Classroom procedures and appropriate student conduct.
• Operation of standard office and classroom equipment including a computer and assigned software.
• Oral and written communication skills.
• Safe practices in classroom and playground activities.
• Applicable sections of the State Education Code, Local, State and Federal laws, codes, regulations and requirements as related to assigned activities and/or instructional area.
• Correct English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
• County Office organization, operations, policies and objectives.
• Interpersonal skills using tact, patience, flexibility, and courtesy.
• Operation of a variety of office equipment, including but not limited to a computer and assigned software applications.
• Theoretical and technical aspects of field of specialty.

ABILITY TO:
• Assist in the preparation of materials.
• Monitor, observe and report student behavior and progress according to approved policies and procedures.
• Observe health and safety regulations.
• Perform clerical duties related to classroom activities.
• Provide enrichment activities, reinforcing instruction to individual or small groups of students in a classroom or other learning environment.
• Understand and follow oral and written directions.
• Analyze and evaluate situations accurately and adopt an effective course of action.
• Communicate effectively both orally and in writing.
• Comply with County Office policies and procedures.
• Drive a vehicle to conduct work.
• Establish and maintain cooperative and effective working relationships with others contacted in the course of work.
• Interpret, apply, and explain rules, regulations, policies and procedures.
• Maintain consistent, reasonably regular, punctual attendance consistent with the Americans with Disability Act (ADA), Family Medical Leave Act (FMLA) and other federal, state and local standards. Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
• Serve as a liaison between County Office administrators and personnel, outside organizations or the public concerning assigned program.
• Use professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
• Work confidentially and with discretion.
• Work independently with little direction.

EDUCATION:
• High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
• Supplemented by an Associate’s or higher degree; two years of study at an institute of higher education equivalent to 48 semester units or successful completion of a Paraeducator Academic Assessment may be substituted for the Associate’s degree.

EXPERIENCE:
• Two years of verifiable fulltime or equivalent part-time work experience in the specified enrichment activity.

LICENSES AND OTHER REQUIREMENTS:
• Valid California driver’s license; while employed by the County Office incumbent must be insurable at the standard rate by the employer’s insurance carrier at all times.
• This position may require the incumbent to enroll in the Department of Motor Vehicles Government Employer Pull Notice Program at time of hire.
• Successful completion of a Paraeducator Academic Assessment (when applicable) prior to employment.

WORKING CONDITIONS:

ENVIRONMENT:
• Classroom, multipurpose room, cafeteria and/or playground environment.
• Regular interruptions.
• Small and large group meetings.

PHYSICAL DEMANDS:
• Bending at the waist, kneeling or crouching; climb or balance.
• Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
• Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
• Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
• Sitting, standing and/or walking for extended periods of time.
• Use hands to handle and/or feel; reach with hands and arms.
• Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.
The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.