

**Job Title:** 21<sup>st</sup> CCLC Program Site Instructor

**Salary Status:** \$25/hour

**Reports to:** Site Coordinator

**Organization:** Colorado AeroLab, Inc.

**Date Revised:** 06/2020

---

### **Primary Purpose**

Under general supervision, with considerable responsibility, and according to established guidelines and lesson plans, supervise an assigned group of children. Help to provide the necessary physical and emotional care and carry out developmental activities. Help to develop goals for the children, plan activities and evaluate each child's progress. Responsible for communication with parents and recruiting students to the program.

### **Qualifications**

Minimum Education/Certification

- High school diploma or GED (at least 18 years of age)

Special Knowledge/Skills

- Ability to nurture children, plan and implement age-appropriate activities.
- Ability to learn, follow and alter (if appropriate) recurrent work routines and schedules.
- Ability to take initiative.
- Ability to interact with parents in a professional manner and build the trust necessary to handle daily communication with parents effectively.
- Ability to take direction and work cooperatively with others.
- Ability to supervise a group of children while attending to the immediate needs of one child.

Minimum Experience

- Two(2) years working with children in a supervisory role.

### **Major Responsibilities and Duties**

- Assist and supervise children during all activities.
- Counsel children when social, academic or adjustment problems arise.
- Develop, plan and prepare instructional aids/materials for activities.
- Ensure that site appearance, cleanliness and safe environment are appropriately maintained.
- Assist children with meal/snack time and clean-up.
- Work with lead site instructor to complete all site paperwork, such as daily notes, student accident reports, attendance records.
- Attend and participate in staff meetings, site events and parent meetings as requested.
- Prepare and implement lesson plans, program activities, organization and schedule.

- Accept temporary work assignments.
- Ensure that all indoor and outdoor equipment is in good working condition and is used/maintained properly.
- Physically arrange the site prior to start of program day.
- Clean up site when children depart.
- Communicate appropriate information to parents.
- Develop and implement plans based on the adopted curriculum.
- Present a professional attitude including ethical and responsible behaviors.
- Maintain knowledge of children's intellectual, physical, emotional, social, and character development and the importance of the development of all of these.
- Convey a sense of integrity and warmth and a genuine caring for the development of each child.
- Maintain confidentiality for parents, children, staff and management.

#### **Mental Demands/Physical Demands/Environmental Factors**

- Must be able to lift and carry children up to at least 35 pounds
- Must be able to stoop, getting on the children's level, and move quickly enough to protect children
- Ability to communicate effectively (verbal and written)
- Interpret policy, procedures and data
- Maintain emotional control under stress

#### **Supervisory Responsibilities**

- None

*The above statements describe the general purpose and responsibilities assigned to this job and may not include all required responsibilities, duties, and skills.*