



Job Description

Afterschool Program Instructor

Work Schedule: 2:30pm-6pm Monday thru Friday
Hours: 9-20 hours per week

REPORTS TO: After School Site Coordinator

POSITION SUMMARY:

Assisting academically at-risk students perform better in school by providing after school tutoring. Specifically, Reading Tutors will be working with small to large groups of Kindergarten through Sixth Grade students at school and community-based sites throughout Fresno.

REQUIRED QUALIFICATIONS:

- 1) Ability to read and write in English fluently
- 2) Able to work productively and effectively with children
- 3) Enjoy working with children (Kindergarten through Sixth Grade)
- 4) Ability to manage students' behaviors
- 5) Time management skills—the ability to balance work and other commitments
- 6) High degree of motivation, initiative, and energy
- 7) Flexibility and leadership skills, but also a willingness to take direction
- 8) Good communication skills
- 9) A strong sense of commitment and reliability

RESPONSIBILITIES:

- 1) One on one reading to reading with a group of 2 to 5 students per hour and/or session
- 2) assist students in improving their reading skills by one grade level by the end of six months to one year
- 3) Follow lesson plans and/or develop individualized activities for struggling students
- 4) Complete student logs and other paperwork on attendance and student progress
- 5) Other related tasks, as assigned by After School Site Supervisor

ESSENTIAL SKILLS AND EXPERIENCE:

Enrolled in college and qualify for the Federal Work Study Program; Experience working with children.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; reach with hands and arms; stoop; kneel; talk and hear. The employee must occasionally lift and/or move up to 25 lbs (including books, binders, and educational materials). Vision abilities required by this job include close vision, distant vision, color vision, and the ability to focus.