

Knowledge Builders of Florida, Inc. is an Equal Employment Opportunity Employer providing equal employment opportunities without regard to race, color, sex, age, religion, or national origin. This policy also includes the handicapped and all disabled Vietnam-era veterans. Knowledge Builders of Florida, Inc. utilizes only job-related criteria in making decisions concerning applicants and employees.

Job Title: After-school Instructor
Hours: Monday – Friday, 2:30 pm – 6pm, Wednesday 1:30 pm – 6pm
Summer: Monday – Friday, 9am – 6pm (one-hour lunch break)
Hourly pay range: Starting at \$18 per hour (Must have DCF hours)

Description

The **Afterschool Instructor** will work directly with the **Certified Teacher** in an assigned class of approximately 15-18 students, acting as a positive adult role model, coach, and mentor. The **Afterschool Instructor** must have a genuine interest in the growth, development, and provision of a safe and nurturing environment for the students they teach. The **Afterschool Instructor** is required to establish authority through leadership, communication, and most importantly patience, will be required in giving our students the stability and nurturing atmosphere they need to succeed.

General Purpose of Job:

Assist in leading a group of approximately 15-20 students in an instructional setting, maintaining high standards for behavior and safety. Provide homework assistance, academic enrichment and physical activity, using curriculum and materials provided by Knowledge Builders. Support students in making positive behavior choices and take disciplinary measures when appropriate. Engage children and youth by following, implementing, and assisting in creating lesson plans. Ensure student safety by assisting in set up, break down, and ongoing maintenance in an effort to keep Knowledge Builders' center clean and orderly. Promote positive interactions between volunteers and students in accordance with child safety guidelines. Commit to a full-year program, demonstrated by arriving on-time, every day and completing time cards appropriately. Participate in staff development activities.

Daily Duties and Responsibilities included but not limited to:

- Assist with Center set-up each day
- Greets parents when they arrive to pick up their children and implement sign-out procedures for students, releasing children ONLY to parents or their designated representatives
- Directs students to appropriate activities
- Follows established procedures for contacting parents when students are absent without parental notification, as appropriate
- Maintains the physical environment to SACERS (School Age Care Environmental Rating Scale) standards
- Maintains a positive, asset-based environment that implements positive discipline strategies
- Helps students with homework completion and comprehension
- Engages students in experiential, hands-on learning activities
- Identifies student needs and communicates them to fellow staff and parents, as appropriate
- Attends staff meetings and staff development training
- Complies with organization and Center policies and follows procedure
- Performs other duties as assigned.

Other responsibilities:

Arrives punctually in order to meet responsibilities in Center start up and assignments
Maintains close communication with the Program Coordinator regarding planned or emergency absences to ensure adequate supervision is maintained to ensure the safety of the children.

Qualifications

Must be at least 18 years of age with two years of direct service work with school-age children. Must have at least 60 hours in Education field and/or be CDA (Child Development Associates Credential) certified, actively enrolled in CDA courses or enrolled in an Early Childhood Development degree program upon hire or within first 90 days of employment. Must have CPR and must have DCF 40 hours.