

Job Description

TITLE

Enrichment Teacher 21st Century Community Learning Centers Pathways to Success Program

REPORTS TO

Building Principal and 21st CCLC / PSP Coordinator

NATURE OF WORK

Provides enrichment instruction, assesses and encourages student progress, and manages the learning environment.

ESSENTIAL FUNCTIONS

- A. Follows professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues.
 - 1. Interacts in a professional manner with students and parents.
 - 2. Works cooperatively with school administrators, special support personnel, colleagues, and parents.
- B. Complies with school system, and state administrative regulations and Board of Education policies.
 - 1. Conducts assigned classes at the times scheduled.
 - 2. Enforces regulations concerning student conduct and discipline.
 - 3. Is punctual.
 - 4. Maintains accurate, complete, and appropriate records for 21st CCLC and files reports promptly.
 - 5. Attends and participates in staff meetings, professional learning meetings, and other assigned meetings and activities according to school policy.
- C. Demonstrates professional practices in teaching.
 - 1. Models correct use of language, oral and written.
 - 2. Demonstrates accurate and up-to-date knowledge of content.
 - 3. Implements designated curriculum.
- D. Performs all other tasks and duties as assigned.

TEACHING TASKS

- I. Provides Instruction
 - A. Teaches at an appropriate instructional level.
 - B. Provides content development.
- II. Assesses and Encourages Student Progress
 - A. Promotes student engagement.
 - B. Monitors student progress.
 - C. Responds to student performance.
 - 1. Responds to adequate performances.
 - 2. Responds to inadequate performances.
 - D. Supports students.

QUALIFICATIONS

Valid teacher certification in the assigned teaching field or valid experience in field or area of expertise in relationship to enrichment class taught.

PHYSICAL ABILITIES

The following figures convey the relevant and relative physical abilities an applicant or employee must possess in order to fulfill the job functions and duties:

STANDING



65%

SITTING



20%

STOOPING/SQUATING



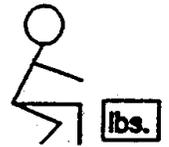
10%

REACHING



5%

LIFTING



25lbs.