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**Position Title**

21st Century Community Learning Centers (CCLC) Instructor

Position Description

This individual will be employed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the program organization, the school district, or the partner community-based organization) to oversee the 21st CCLC programs at the assigned site. The primary purpose of this position is to plan and facilitate academic, enrichment, and recreational activities for out of school time program for students in compliance with the provisions of the 21st CCLC program grant. Each Instructor will work with their 21st CCLC colleagues to plan and coordinate program activities, monitor students, and connect with families at their assigned site.

Duties and ****Responsibilities****

* Establishes and maintains positive and respectful working relationships with students, staff, administration, parents/guardians, and community members.
* Serves as a role model to students, building caring relationships with each and every student.
* Helps plan and prepare for developmentally supportive academic, enrichment, and recreational activities.
* Facilitates students’ cognitive, social/emotional, and physical growth and development throughout programming time.
* Understands daily required 21st CCLC grant elements such as providing meals and transportation, providing academic support and enrichment activities, and family engagement.
* Understands and helps provide 21st CCLC grant requirements such as data collection/sharing, program hours, transportation, meals, staffing, and grant specifics).
* Participates in regularly scheduled staff meetings/training.
* Participates in required professional development and technical assistance provided by ODE and their partners.
* Works closely with and debriefs with the program staff and Site Coordinators.
* Demonstrates understanding of and support for district core values, district mission, district strategic plan, and school improvement plans.
* Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
* Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
* Responds to questions and other information requests from families, students, staff, school personnel, and community members.

Qualifications, Competencies, and Skills

* *Education and/or Experience*: Bachelor’s or Associate’s degree or equivalent in education, youth development, or related field of study preferred. Experience teaching/working with youth.
* *Interpersonal Skills:* Strong initiative required. Strong verbal and written communication skills needed. Maintains confidentiality. Listens to others. Remains open to others’ ideas. Committed to building a positive team spirit.
* *Language Skills:* Ability to read and interpret program communication and write effective staff and family communication. Ability to communicate in Spanish or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ preferred.
* *Computer Skills:* Knowledge of word processing software, internet software, database software, educational programs, and/or a willingness to learn.
* *Certificates, Licenses, Registrations:* Valid driver’s license. Ability to provide reliable and safe transportation for job-related travel. Other certificates/licenses as determined by the district.

Preferred Qualifications, Competencies, and Skills

* Holds a master’s degree in education, youth development, or another related field.
* Has prior experience in an educational or recreational setting in a school- or community-based organization.
* Has knowledge of or connection to the local community.
* Has a recommendation from program partners.

**Salary**

This is a part-time position. Salary is commensurate with experience, and a benefits package is included. Please inquire for details.

**Hours**

This position requires being on site from \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ Monday – Friday.

**Schedule**

Program Dates:

Mandatory staff meetings/trainings:

Mandatory professional development:

How to Apply

Please submit your letter of intent, résumé, three references, and any additional materials to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*\_\_\_\_\_\_\_\_\_\_\_\_\_ provides equal employment opportunities without regard to race, color, sex, age, disability, religion, or national origin. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ uses only job-related criteria in making decisions concerning applicants and employees.*