

SANTA ANA UNIFIED SCHOOL DISTRICT
AFTER-SCHOOL INSTRUCTIONAL PROVIDER

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Elementary Education or designee, facilitate and implement After-school Instructional Provider program activities; provide assigned instruction for K-12 students; perform supervision of after-school programs.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification are distinguished from other positions in that it is an after-school program, and the duties are specific to the After-school Program requirements. Incumbents in this position will implement program activities and instruction to K-12 students. Employees assume responsibility for a variety of duties assigned in conjunction with the program requirements.

REPRESENTATIVE DUTIES:

Work with and instruct K-12 students individually and/or in small and large groups. **E**

Implement effective classroom management, discipline and instructional strategies. **E**

Set up activities on a daily basis; prepare and duplicate materials and operate instructional equipment. **E**

Monitor and evaluate the instruction and the student's progress. **E**

Maintain daily after-school attendance sign-in/sign-out log and other records as required. **E**

Maintain the classroom or learning facility in a clean, organized and healthful manner; storage of materials is required on a daily basis. **E**

Supervise students in and out of classroom during various after-school activities. **E**

Maintain frequent and regular parent communication and support parent involvement. **E**

Attend staff meetings/planning/training sessions on a weekly basis or as required. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Curriculum and instructional strategies appropriate to the assigned responsibility.
Correct oral and written usage of English and a designated second language.
Basic grammar, spelling, punctuation and math.
Simple record-keeping and filing techniques. Diversity of community, city and school District cultures and languages.
Basic understanding of the stages of learning, state academic standards and assessments.

ABILITY TO:

Demonstrate oral and written proficiency in English.
Demonstrate oral and written proficiency in a second language as required.
Implement effective instructional after-school activities in the classroom.
Learn the procedures and functions of assigned duties.
Understand and follow oral and written directions.
Interpret and translate for non-English-speaking children and parents.
Establish and maintain effective working relationships with others.
Communicate effectively both orally and in writing.
Learn, understand and apply rules, regulations, procedures and policies.
Understand and be sensitive to the needs and culture of K-12 students.
Work confidentially with discretion.
Perform simple clerical duties.
Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school supplemented by training and/or working with children in a learning situation. Attendance in college or having completed course work in Child/Human Development or related classes as required by regulations. Speaking and writing in English and a designated second language as required. **Must meet No Child Left Behind requirements.**

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and playground environment.

PHYSICAL ABILITIES:

Seeing to monitor student work and read materials.
Hearing and speaking accurately to exchange information.
Dexterity of hands and fingers to operate instructional equipment.
Bending at the waist, kneeling or crouching to assist students.
Sitting or standing for extended periods of time.
Lifting or moving objects, normally not exceeding thirty (30) pounds.

Accommodation may be made to enable a person with a disability to perform the essential functions of the job with or without reasonable accommodation.

Board Approved: (6/03) 11/03