



Job Description

Job Title: After-School Instructor

Status: Part-time, Seasonal

Reports to: Student Services Manager

Location: Los Alamitos Schools

Position Summary:

The After-School Instructor will create curriculum *based on the subject of their specialty* to provide enrichment during the after-school hours. The After-School Instructor will be responsible for creating a safe, engaging, and educational environment to students who are attending national distinguished schools. This role involves planning and implementing age-appropriate activities, providing academic support, and fostering academic and social development.

The ideal candidate will understand how to provide rigor and extended learning experiences within the context of a progressive learning environment. The strongest candidates will have experience working with faculty members and students in a diverse learning context that features an interdisciplinary and project-based curriculum.

Qualifications:

- Experience working with elementary school students
- Excellent communication and interpersonal skills
- Ability to work with students in small or large groups
- Engaging and dynamic presence in front of a class
- Effective classroom management skills
- Ability to self-reflect on teaching practices and be responsive to feedback

Preferred Qualifications:

- Bachelor's degree in related subject
- Successful classroom teaching experience
- Multiple-subject teaching credential or a single-subject credential

Essential Duties and Responsibilities:

- Creates and delivers curriculum and activities
- Provides class objectives and assesses student progress toward achieving objectives
- Guides students to work collaboratively and to think logically and creatively
- Builds effective relationships with district teachers, office staff, parents and students through regular communication.
- Collaborates with LAEF Program Manager to provide the best instructional environment possible

Compensation: Pay from \$600 - \$800 per class: 1 hour and 15 minutes per week for 12 sessions/weeks. Pay from \$460 - \$610 per class: 55 minute (TK-K classes) per week for 12 sessions/weeks. Work periods will reflect the district's calendar within LAEF's fall and spring sessions.

*Opportunities to teach multiple classes per week.

Application Procedure: Email resume, cover letter, LAEF application and 2 letters of recommendation to kdavanon@LAEF4Kids.org.

Should you be invited to interview: Be prepared to present a portfolio of your work, student projects and/or lesson plans. Be prepared to present a 10-15-minute mini-activity/lesson.

Physical Demands of Working Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Non-Inclusive Clause: This position description is not intended to be all inclusive. It is understood that the employee will also perform other reasonable business duties and will be responsible for implementation of the policies, procedures and standards established by the Board of Directors. Position descriptions are reviewed periodically and may be revised at the discretion of management. This position description is not a written or implied contract.

Please note: LAEF's Instructor will be an employee of LAEF, not Los Alamitos Unified School District, and will not receive payment into CALSTRS.

LAEF is an Equal Opportunity Employer, with a strong commitment to diversity in the workplace.