

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Campus Club Instructor		
Department:	Child Development	FLSA:	Non-Exempt
Reports To:	Coordinator & Super.	Pay Grade:	Child Development Salary Schedule

SUMMARY

Is responsible for implementation of all elements of the Campus Club program for a single class of students. Creates and presents a learning environment that develops mental, social and motor skills.

NATURE AND SCOPE

Work is performed under the guidance of a Lead Instructor, Campus Club Coordinator or Area Supervisor. Exercises a moderate degree of independent judgement and decision making to implement program elements which have been well defined in the Program Development Handbook. Job requires patience, tolerance and objectivity when interacting with children. Work relationships extend to other program staff, school faculty and staff and parents. May exercise supervision over Campus Club Aides in routine classroom matters.

DISTINGUISHING CHARACTERISTICS

Instructors are required to have a combination of college level classes and training sufficient to meet State established standards. Advancement to Campus Club or Child Development supervisory positions, including Lead Instructor, will require additional college level classes, degree and/or certification in the area of child development specifically defined by position.

ESSENTIAL TYPES OF DUTIES (Examples)

- Implements the site program under the guidance of the Lead Instructor and/or Site Supervisor.
- Performs a wide variety of teaching duties including creating lesson plans, developing teaching strategies, implementing instruction, evaluating students needs and providing emotional stability.
- Communicates program needs to Lead Instructor and/or Area Supervisor.
- Acts as a liaison between the on-site Campus Club Program and school principal.
- Communicates with parents regarding the program and the progress and individual needs of their child.

- Completes lesson plans and turns them in monthly. Plans are meaningful and fun, and set to develop mental, social and motor skills of the students.
- Provides care, guidance and positive experiences for the children enrolled in the program.
- Completes daily attendance and record keeping procedures.
- Completes additional assignments as given by Campus Club Coordinator, Supervisor, or Lead Instructor necessary to maintain a quality program.
- Supervises Campus Club Aide by observing, interacting with and counseling as needed.
- Supervise students, insuring safety and protection during all inside and outdoor activities.
- Responsible for program and department policies and procedures as described in the Child Development Employee and Program Development Handbooks.

QUALIFICATIONS

Knowledge and Skills: Requires knowledge of child development practices and principles and the practices and principles of program and lesson plan development for elementary school age children. Must have a thorough understanding of the operations of the Child Development and Campus Club programs. Requires knowledge of the procedures, methods and techniques of developing recreational and entertainment activities for elementary school age children. Must have strong organizational, planning and prioritizing skills. Requires strong teaching and communication skills.

Abilities: Must be able to perform all of the duties of the position with only general supervision. Requires the ability to plan and implement educational and recreational programs by age group and grade level. Must be able to participate in the supervision of the Instructional Aides. Must be able to understand and respond to the needs of individual children. Must be able to communicate with program staff, site staff and administration and parents. Requires the ability to perform general clerical and record keeping skills. Majority of work is performed in a classroom setting, presenting minimal exposure to health or safety hazards. Requires normal hearing and speaking skills to communicate with staff and students. Requires visual acuity to read numbers and words.

Education and Experience: Must meet one of the following requirements:

1. Hold a valid Elementary Teaching Credential.
2. Have earned at least 12 college units in Child Development, Early Childhood Education or other related field with emphasis on elementary age children as delineated in a board approved college course list; and have at least six months experience in a school-age enrichment program or child care setting.
3. Hold a current Children's Center Permit (Instructional, Supervisory or Emergency).