

Elementary After-School Instructor

Location: Poway

"It would be so simple to allow children, when tired of sitting, to rise, and when tired of writing, to desist, and then their bones would not be twisted." - Maria Montessori

Club Element Instructor is a classified, non-exempt position with Element Education, Inc. Under the supervision of the Auxiliary Programs Manager and Executive Director, the Instructor supervises the children at all times ensuring their safety and well-being and supports and promotes the mission, vision, objectives and policies of Club Element at all times.

Essential Functions

1. Assist in the supervision of small and large groups of children in a variety of developmentally appropriate activities both in the indoor and outdoor environment, being aware of safety factors and appropriate adult-child ratio.
2. Assist in the organization and daily schedule of developmentally appropriate activities for young children that include attention to character development and real-world learning.
3. Prepare instructional materials; assist in maintaining classroom inventory and ordering instructional supplies and equipment as needed.
4. Assist children with hygiene procedures as necessary; observe and evaluate the health needs of children and advise Program Manager of any concerns.
5. Operate a variety of equipment as directed by the associate teacher or lead teacher. Examples include computers, projectors, record/CD players, tape recorders, laminating machines and kitchen appliances.
6. Attend staff and planning meetings and workshops; plan for own career growth and ongoing professional development
7. Ensure students are signed in and out of program daily
8. Maintain security of site; comply with all aspects of safety plan
9. Greet visitors and respond to parent concerns
10. Maintain record of child attendance
11. Serve as liaison between Program Manager, as needed
12. All other duties as assigned

Club Element Leader (if applicable)

1. Serve as point of contact for Program Manager
2. Managing emergency situations

Knowledge, Skills, & Abilities

1. Familiarity and commitment to the mission and educational philosophy of Element Education
2. Understanding of the basic principles and practices of child growth and development
3. Knowledge of the basic health, safety, and nutrition requirements of young children
4. Ability to maintain records as directed by supervisor
5. Ability to maintain confidentiality regarding staff, families, and children
6. Ability to exercise emotional maturity in communicating with children, parents, and Club E staff
7. Demonstrate considerable knowledge of computers and all aspects of the Microsoft Office Professional software programs
8. Demonstrated ability to work under pressure and make deadlines
9. Ability to communicate clearly and concisely, both orally and in writing
10. Demonstrates good judgement, approachable and professional, solid problem-solving and logical thinking skills, ability to handle multiple tasks, self-motivated, and well organized
11. Ability to establish and maintain effective relationships
12. Ability to work independently with minimal supervision

Requirements

1. A combination of education and experience through any of the following options below:

Option 1: High school graduation or GED and twelve (12) core semester units in early childhood education/development, three (3) semester units in administration or staff relations, and four (4) years teaching experience in a supervised group Child Care Center

Option 2: A degree in child development, three (3) units in administration and two (2) years teaching experience

Option 3: BA degree in child development, 3 units in Administration and one (1) year teaching experience

Option 4: Child Development Site Supervisor Permit or Program Director Permit

2. Familiar with Title 22 Regulations of a licensed child-care or school-age program

3. Pediatric First Aid/CPR/AED certification

4. Proof that employee is free of active tuberculosis (i.e. TB risk assessment, TB test, chest X-ray, etc.)

5. Must successfully complete a health screening prior to start of employment 6. Verification of 15 hours of approved health and safety training pursuant to Health and Safety Code Section 1596.866.

- Copy of Transcript
- Letter of Introduction
- Letter(s) of Recommendation (Please provide at least three letters of recommendation.)
- Resume

Salary: \$14.04 to start

FLSA Classification: Non-Exempt

Work Schedule: 10 months

Club Element Instructor: Monday through Thursday from 2:45-5:00 p.m. and Friday 12:00-5:00 p.m.

Club Element Leader: Monday through Thursday 2:45-5:00 p.m. and Friday 8:00-3:00 p.m.

*Poway Only

Club Element Instructor: Monday through Thursday from 2:45-6:00 p.m. and Friday 12:00-6:00 p.m.

Club Element Leader: Monday through Thursday 2:45-6:00 p.m. and Friday 8:00-3:00 p.m.

Physical Demands

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to read, speak, see, and hear well enough to communicate by telephone, electronically, in person, and in the classroom.

Employee must also regularly be able to write, file, type, and operate a computer, telephone, general office equipment, and classroom equipment. While in the classroom, the employee is also regularly required to extend arm with upper extremities to write on white board which may require neck rotation to look back at the class. The employee is frequently required to stand and walk throughout the classroom while maneuvering in tight spaces as well as frequently kneel, stoop, or crouch when working with classroom equipment, helping students, etc. A moderate amount of work is completed on electronic mobile and desktop devices. The employee will occasionally sit for an extended period of time which is done at a desk with forward bending from the waist, leaning on forearms, and looking down which requires neck flexion. It is necessary to grasp and manipulate pens, markers, scissors, staplers, etc., occasionally or frequently, depending on the day. Employee might

occasionally move materials and classroom furniture to manipulate the classroom layout and be able to lift and carry up to 35 lbs.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. This position works in a variety of settings including classrooms and outdoors and may experience heat or cold extremes as well as fumes, odors, and dust. Noise level is moderate to loud.

**Element Education, Inc. is an equal opportunity employer.*

To Apply, Submit application at:

<https://www.edjoin.org/Home/JobPosting/848824>