



POSITION DESCRIPTION

Department: Out of School Department

Program: Kidz2Success

Position Title: ESE Instructor

Reports to: Site Supervisor

Term: August 15- August 14

Salary range: \$17.34- \$19.34/hr

Status: Part Time- After-school up to 20 hours a week. Summer up to 30-40 hours a week.

As a permanent part-time staff member, benefits include 1.67 hours of PTO per month for a total of 20 hours per year (after 90 days of employment). Additional benefits include three paid holidays (Thanksgiving, Christmas and New Year's)

POSITION RESPONSIBILITIES

Programmatic:

- Create an enriching academic environment for participants.
- Serve as the lead aide to participants with severe disabilities who may need assistance with transitions using the bathroom, feeding or other basic motor skills.
- Modify all youth programmatic-related activities within your classroom based on (IEP/504/G2KM form) needs.
- Assist students with completing their daily homework and provide additional academic support.
- Follow and become familiar with activity resources, curriculum, and best practices to implement each activity.
 - Examples: Fitness (SPORTS), Social Skills (Social Emotional Wellness), Arts and Culture, STEM (Science, Technology, Engineering, Math), Career readiness, Life Skills, Civic engagement, Group Reading, and Supervised youth voice and choice activities. Implement and conduct life skills, independent living, including basic adaptations for all youth with disabilities.
- Ensure the safety of students through daily monitoring for safety hazards (such as broken equipment or furniture, toxic or caustic chemicals, or cleaning agents) in both indoor and outdoor spaces.
- Ensure that each student is signed in and out of the program site daily, by authorized individuals as per student application.
- Monitor the cleanliness and supplies of the bathroom facilities once per day (on four-hour program days) and twice per day (on the longer 10-hour program day).
- Ensure classrooms are organized and cleaned before the end of each day. Review walls, trash, stains, paint, and any unmanaged occurrences; please inform your site supervisor.
- Assist with snacks and/or meal services and deliveries and attend required training for meal services.
- If assigned physical fitness responsibilities (SPORTS), Instructors must:
 - Administer the PACER assessment test.
 - Must attend and be certified in the SPARK curriculum and must keep up with certification

- Provide and become familiar with the direct implementation SPARKS PE curriculum.

Administrative/Training:

- Administer any assessments required by the program funder and assigned by your Site Supervisor.
- Incident/injury reports will be completed by staff as witnesses on the same day an event occurs and emailed to the HFM Administrative office by the end of the program day.
- Understand and complete all mandated reporting calls as required by all child care providers.
- Fulfill any additional duties as assigned to you by the Site Supervisor.
- Attend staff training outside program hours to improve professional skills and enhance the program activities. (Staff will be paid the contracted hourly rate for pre-approved staff training hours.)
 - Keeping track of your required training yearly and ensuring they stay active.
 - Seek guidance and mentorship on completing required training and gaining access to all needed portals and documents for support.
- Complete CPR/First Aid, Seizures/ Epilepsy training, Dealing with Aggression Control, and HIV training.

EDUCATION REQUIREMENTS

- Minimum of High School or G.E.D., Preferred Associate Degree in a related field with at least one year + experience with children/ youth.
AND
- (If required) Complete 45 DCF Hours /CDA or Florida Child Care Professional Credentials equivalent (FCCPC)

POSITION REQUIREMENTS

- Reliable personal transportation and personal cell phone
- Demonstrated experience working with children and youth
- Receive an "Eligibility" response to a criminal background check (fingerprint)
- Basic computer and good communication skills
- Upkeep a clean and professional work appearance