

## **Job Description**

### **TITLE**

Enrichment Teacher 21<sup>st</sup> Century Community Learning Centers Pathways to Success Program

### **REPORTS TO**

Building Principal and 21<sup>st</sup> CCLC / PSP Coordinator

### **NATURE OF WORK**

Provides enrichment instruction, assesses and encourages student progress, and manages the learning environment.

### **ESSENTIAL FUNCTIONS**

- A. Follows professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues.
  - 1. Interacts in a professional manner with students and parents.
  - 2. Works cooperatively with school administrators, special support personnel, colleagues, and parents.
- B. Complies with school system, and state administrative regulations and Board of Education policies.
  - 1. Conducts assigned classes at the times scheduled.
  - 2. Enforces regulations concerning student conduct and discipline.
  - 3. Is punctual.
  - 4. Maintains accurate, complete, and appropriate records for 21<sup>st</sup> CCLC and files reports promptly.
  - 5. Attends and participates in staff meetings, professional learning meetings, and other assigned meetings and activities according to school policy.
- C. Demonstrates professional practices in teaching.
  - 1. Models correct use of language, oral and written.
  - 2. Demonstrates accurate and up-to-date knowledge of content.
  - 3. Implements designated curriculum.
- D. Performs all other tasks and duties as assigned.

### **TEACHING TASKS**

- I. Provides Instruction
  - A. Teaches at an appropriate instructional level.
  - B. Provides content development.
- II. Assesses and Encourages Student Progress
  - A. Promotes student engagement.
  - B. Monitors student progress.
  - C. Responds to student performance.
    - 1. Responds to adequate performances.
    - 2. Responds to inadequate performances.
  - D. Supports students.

## **QUALIFICATIONS**

Valid teacher certification in the assigned teaching field or valid experience in field or area of expertise in relationship to enrichment class taught.

## **PHYSICAL ABILITIES**

The following figures convey the relevant and relative physical abilities an applicant or employee must possess in order to fulfill the job functions and duties:

STANDING



65%

SITTING



20%

STOOPING/SQUATING



10%

REACHING



5%

LIFTING



25lbs.