



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Lead Instructor I – PSD After 3 Program**  
Job Family: **After Hours Programs**  
Prepared/Revised Date: **July 1, 2024**

FLSA Status: **Non-Exempt**  
Pay Range: **S Schedule – AH31**  
Job Code: **40713**

**SUMMARY:** Responsible for leading and providing positive, enriching, and safe out-of-school time programs for students at PSD Title I sites and 21<sup>st</sup> Century Community Learning Centers (CCLC). These programs can include but are not limited to crafts, science, sports, music, and STEM focused clubs. With the support of the program coordinator and site manager, duties include preparing lesson plans and activities, implementing lesson plans and activities, actively supervising students, managing classroom space including set-up and clean-up, and encouraging student participation and engagement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Maintain active supervision of enrolled students to ensure student safety and wellbeing, with support from the site manager. This includes awareness of student whereabouts during programs, taking daily student attendance, providing daily snack, safely transitioning students to their mode of transportation home, and ensuring students are checked out at the end of programs. May also include positive collaboration and communication with support instructors or tutors (as applicable) to meet student needs and provide positive instruction.	D	20%
2. Create and manage a classroom environment which promotes positive learning and enrichment, with support from the site manager. Includes classroom set-up and clean-up, supply organization, and classroom management.	D	20%
3. Utilize positive, respectful, and appropriate strategies when interacting with students and other staff, including trauma informed practices.	D	15%
4. Conduct positive, respectful communication with on-site manager, area specialist, and program coordinator to relay relevant information regarding students, class plans and supplies, and other information. Maintain positive communication with parents and caregivers.	D	15%
5. Attend work and arrive in a timely manner.	D	1%
6. Create and implement a positive and enriching out-of-school time club, with support from the program coordinator. Plan and prepare appropriate lessons with detailed descriptions of how to implement the activity and the required supplies, prior to classes starting. Manage and modify lesson plans to fit the needs of the students.	W	25%
7. Attend appropriate in-services, staff meetings and trainings, and/or school functions.	M	1%
8. Perform other duties as assigned.	Ongoing	3%
	<b>TOTAL=</b>	<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent required
- Post-secondary courses in education, human development, and family studies, and/or related fields preferred
- Minimum of one year experience working and leading activities with students



**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid US driver’s license preferred
- CPR and First Aid certifications preferred

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Extended Learning Opportunity Coordinator	
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students in the classroom

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct				X
Compute				X
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X



<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Loud	
Very Loud	