

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Campus Club Lead Instructor II	FLSA:	Non-exempt
Department/Site:	Child Development		
Reports to/Evaluated by:	Campus Club Supervisor	Salary Schedule:	Child Development Salary Schedule

SUMMARY

Under direction, manages after-school program; coordinates before school, kindergarten and after-school programs. Responsibilities include personnel management, parent communication, newsletter production, scheduling, and attendance, delivery of program and safety issues.

DISTINGUISHING CAREER FEATURES

Responsible for the implementation of the entire program at the school site level. Work is performed both indoors and out at the school site. May advance with additional experience and education to the level of Program Supervisor

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Communicates and works with parents in regards to concerns and involvement.
- Helps to ensure that program policies and procedures are followed at the school site.
- Acts as a liason between the on-site Campus Club Program and school principal.
- Communicates site program needs to Campus Club Area Supervisor.
- Produces a monthly parent newsletter.
- Provides care, guidance and positive experiences for the children.
- Oversees the implementation of effective curriculum through lesson planning and instructional strategies.
- Provides leadership for all Campus Club site programs and conducts on-site meetings with Instructors and Aides.
- Participates in a program of professional growth.
- Assists in completing Performance Reports for the site's Instructional Aides and Casual Labor.
- Completes additional assignments related to the school-age program as requested by the Campus Club Coordinator and/or Program Supervisor.

QUALIFICATIONS

Knowledge and Skills: Requires thorough knowledge of Campus Club Programs and Policies. Must understand security and safety procedures. Requires knowledge of instructional strategies and techniques for supervising students. Requires good communication skills.

Abilities: Must be able to perform all the duties of the position with only general supervision and support. Must be able to apply Campus Club rules, regulations and policies. Must be able to monitor and maintain acceptable student behavior. Requires the ability to deal with parents, peers and students effectively.

Physical Abilities: Some work is performed outside and may require exposure to inclement weather.

Education and Experience: High School Diploma or equivalent required; supplemented by one (1) year of experience.

Licenses and Certificates: CPR /Pediatric First Aid Certification.