

# **COMMUNITY SCHOOLS EXTENDED DAY INSTRUCTOR**

## **JOB DESCRIPTION**

**TITLE:** Community Schools Extended Day Instructor

**SUPERVISOR:** Community Schools coordinator

**LOCATION:** Various

**SUMMARY OF POSITION:** To develop and facilitate after-school activities. The instructor will be responsible for programmatic, organizational, and classroom duties. He or she will work directly with the Community Schools Program Coordinator, community members, school staff, and students. There will be some flexibility involved in planning activities and developing programs based on the needs of the students and the community. The Community Schools extended day instructors are part time, temporary employees of Metropolitan Family Service. Activities at a site could fall within the following range of categories: literacy, math, science, recreation, arts, skill building, culturally-specific, cooking/nutrition, gardening, and parent/adult education.

### **ESSENTIAL RESPONSIBILITIES:**

1. Instruct after-school students in various classes while maintaining class decorum and behavior management.
2. Assist Program Coordinator with major duties, including schedule development, partnership maintenance, and curriculum development.
3. Develop positive working relationships with students, families, teachers, school staff, office staff and custodians.
4. Work within school policies, agency and school confidentiality, and understand referral system for behaviors.

### **PREFERRED QUALIFICATIONS:**

1. All employees must submit and successfully pass a Criminal Background Check
2. Experience in teaching and curriculum development
3. Desire and ability to work with children and ensure an enriching, positive and safe environment.
4. Values working in a multi-cultural, diverse environment
5. Ability to proactively problem-solve and resolve conflict
6. An independent, self-motivated, creative and resourceful individual.
7. Excellent organization skills and interpersonal communication skills
8. A cooperative manner and the ability to work as part of a team
9. A willingness to ask questions for clarification and job completion
10. Ability to maintain professional boundaries and confidentiality
11. A commitment to the goals of the school site and Metropolitan Family Service
12. Fluency and ability to communicate effectively in languages in addition to English is preferred

**HOURS:** Hours vary from site to site. After school programs start right after the end of the school day at any given site. Most programs run Monday through Thursday, some have Friday programming. We also hire some staff for before-school programming and evening events. We hire people between 1 and 20 hours a week, depending on the class, program budget, instructor's schedule, and need.

**DATES:** Most schools have three school-year sessions each year that run between 7 and 10 weeks long (Fall, Winter, Spring). Each site also offers 4-6 weeks of summer programming. Please contact the site coordinator at the school for specific programming dates.

Metropolitan Family Service is actively recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse communities. Bilingual/bicultural candidates are encouraged to apply. Older adult applicants are also encouraged to apply. MFS is an Equal Opportunity Employer.



**Metropolitan  
Family Service**

Metropolitan Family Service is dedicated to building stronger communities by providing services, connecting people with resources, and offering volunteer opportunities throughout the Portland area.

*Because together, we can do more.*