

Job Description

BOARD OF EDUCATION DENVILLE

Job Description: Elementary School After School Enrichment Instructor

Qualifications: New Jersey Teacher or Substitute Teacher Certificate

Reports To: Elementary School After School Enrichment Coordinator

Job Goal: Instruct elementary school students in enriching activities and classes

Responsibilities:

- **Open communication with the enrichment coordinator, building principal and parents.**
- **Reports all situations regarding incidents to the coordinator**
- **Maintains a secure and safe environment for children.**
- **Develops, plans and implements enrichment activities for students in the after school enrichment program. Assists the enrichment coordinator with marketing of the program.**
- **Selects activities for students to participate in which are grade appropriate and educationally sound.**
- **Supervises students at all times.**
- **Performs any other duties which are inherent and necessary as directed by the enrichment coordinator, principal, or designee.**

Terms of Employment: Rate based on negotiated fee structure.

Evaluation: Performance will be evaluated by the enrichment coordinator in cooperation with the building principal.

APPROVED: