



STEP-BY-STEP CULTURAL ARTS

Folklorico Instructor

Job Description

Title:	Folklorico Instructor
Pay Rate:	\$22.00- \$30.00, depending on experience and qualifications
Reports To:	Senior Program Manager (Cultural Arts)
Status:	Hourly/ Non-Exempt ▾
Hours:	Part-Time ▾

JOB SUMMARY:

Under general supervision of the Step-By-Step Folklorico Director of Instruction, the Ballet Folklorico Youth Dance Instructor will provide dance instruction and other youth enrichment lessons related to Mexican culture to TK-12th grade students on school campuses and in our studio. The Ballet Folklorico Youth Dance Instructor will participate in professional development, manage equipment and supplies, plan lessons, supervise children, teach dance lessons from a variety of states/regions of Mexico, and perform a variety of other related tasks as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Instruction & Classroom Delivery:

- Effectively manage both small and large groups of students in a structured, engaging classroom environment.
- Serve in the capacity of either lead or assistant instructor, demonstrating professionalism and instructional competence.
- Teach and model foundational and intermediate dance techniques, including footwork, skirt work, step sequences, and choreography that inspire enthusiasm for dance.
- Deliver instruction to groups of up to twenty students while ensuring individual learning needs are met.
- Adapt and differentiate instruction to accommodate varying skill levels, age groups, and learning styles.
- Implement high-quality, engaging lessons that align with program objectives and foster teamwork, collaboration, and skill mastery.
- Facilitate mini-lessons that explore the historical, cultural, and artistic influences of traditional Mexican dance, including regional attire, music, art, and storytelling.
- Incorporate structured warm-ups, stretching, posture alignment, spacing, and movement techniques to enhance physical readiness and performance.



- Introduce and reinforce basic dance vocabulary and terminology in both English and Spanish to support bilingual learning.
- Apply classroom strategies such as mindfulness, positive behavior reinforcement, and structured routines to maintain an orderly and inclusive learning environment.
- Fill in as a substitute staff when necessary to ensure consistent program delivery.

Program & Instructional Support:

- Design and develop lesson plans that incorporate historical and cultural elements of Mexican folkloric dance, to be used by both self and peers.
Set up, operate, and troubleshoot audio and video equipment to support effective instruction and performance.
- Complete administrative tasks, documentation, and required forms accurately and in a timely manner.
- Provide onboarding, mentorship, and instructional support to new instructors to ensure consistency and quality across the program.
- Demonstrate thorough understanding of student safety, health protocols, and positive behavior management practices.
- Exhibit a strong working knowledge of the cultural distinctions and stylistic variations among different regional Mexican folkloric dances.
Carry out additional program-related duties as assigned, with attention to quality and adherence to deadlines.

Youth Development & Student Engagement:

- Foster a positive, inclusive, and supportive classroom environment that encourages personal growth and social-emotional development.
- Serve as a mentor and role model, promoting respect, collaboration, and a sense of community among students.
- Implement strategies that support student engagement, motivation, and health behavior in a group setting.
- Encourage students to express themselves creatively and build confidence through participation and teamwork.
- Recognize and celebrate individual achievement, promoting a growth mindset and self-confidence.
- Support the development of communication and problem-solving skills within the context of the specific discipline.

Professional Responsibilities & Collaboration:

- Communicate clearly and professionally with students, families, and colleagues, and site leadership.
- Participate in staff meetings, professional development sessions, and ongoing trainings as required.
- Support efforts to promote equity, diversity, and inclusion in all programming.



- Remain flexible and responsive to the needs of the program, including adjusting schedules and responsibilities as needed.
- Perform other duties as assigned to support program implementation.

Other Duties Assigned:

- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, the employee must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Comply with company policies and procedures in employee manual;
- Available to work fluctuating hours, including weekends, if necessary;
- Be able to work well with not only co-employees, but also clients and vendors;
- Must be able to perform each essential duty satisfactorily;
- Must be able to provide outstanding customer service to clients;
- Be fluent in speaking English and being bilingual in Spanish is preferred.

CULTURAL COMPETENCIES:

- Uncompromising integrity;
- Champions the mission, culture, and objectives of the employer;
- Demonstrates value and respect for all employees;
- High energy and enthusiasm;
- Values the ideas and opinions of others and routinely collects their input as part of the decision-making process;
- Performs effectively as a team player

EDUCATION and REQUIREMENTS:

- Minimum of two (2) years of successful experience working with children in educational, artistic, or youth development settings.
- 2 Years Ballet Folklórico dance experience or 3 years dance experience in another genre of dance. Training will be provided.
- Familiarity with instructional strategies and techniques.
- Classroom teaching experience is strongly preferred, particularly in Ballet Folklórico.
- Ability and willingness to travel to various program sites and community events is required.

BACKGROUND CHECK/TESTING/CERTIFICATION:

- Must pass Live Scan (criminal background check via fingerprinting).
- Must pass drug testing.
- Provide a clear TB test
- CPR/ First Aid Certification

PHYSICAL, MENTAL, AND ENVIRONMENTAL CONDITIONS OF ESSENTIAL DUTIES OF THE JOB



The demands described here 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. The demands for this job include those that are set forth hereinafter. The following designations are the codes used to complete the section of the job description: “F” is for frequent; “O” is for occasional; and “N” is for not at all:

Physical:

On the job, the employee must

- (F) Bend (F) Handle Objects (manual dexterity)
- (F) Squat (F) Reach above shoulder level
- (F) Crawl (F) Use fine finger movements
- (F) Climb (F) See, hear, and speak
- (F) Kneel () Other (_____)

Mental

On the job, the employee must be able to

- (F) Read/Comprehend
- (F) Write
- (F) Perform calculations
- (F) Communicate orally
- (F) Reason

Environmental:

On the job, the employee

- (O) Is exposed to excessive noise
- (O) Is exposed to marked changes in temperature and/or humidity
- (O) Is exposed to dust, flumes, gases, radiation, microwave (circle)
- () Other (_____)

Must carry / lift loads of:

- (F) light (up to 25 lbs)
- (O) moderate (25 lbs to 50 lbs)
- (N) heavy (over 50 lbs)

STEP-BY-STEP CULTURAL ARTS EMPLOYMENT STATEMENT:

This position is contingent on continued partnership agreements with local schools. Employment may be affected by changes in program funding, site participation, or school contracts. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. All terms and conditions of Step-By-Step Cultural Arts at-will employment duties and responsibilities are subject to the Step-By-Step Cultural Arts Employee Handbook.

The employee signature below indicates the employee understands the requirements, essential functions, and duties of the position.

I have had all questions about my job description explained to me to my satisfaction. I understand that nothing in this job description restricts management’s right to assign or reassign duties and/or responsibilities to this job at any time.

Print Name:

Signature: <input style="width: 474px; height: 27px;" type="text"/>	Date: Click or tap to enter a date. <input style="width: 474px; height: 27px;" type="text"/>
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