



STEP-BY-STEP CULTURAL ARTS

Polynesian Dance Instructor

Job Description

Title:	Polynesian Dance Instructor
Pay Rate:	\$20.00 - \$30.00, depending on experience and qualifications
Reports To:	Senior Program Manager (Cultural Arts)
Status:	Hourly/ Non-Exempt ▾
Hours:	Part-time ▾

JOB SUMMARY:

The Polynesian Dance Instructor will provide dance instruction and other youth enrichment lessons related to Polynesian cultures to TK-12th grade students on school campuses and in our Highland, CA studio. The Polynesian Youth Dance Instructor will participate in and provide professional development, manage equipment and supplies, plan lessons, supervise children, teach dance lessons from a variety of countries of Polynesia, and perform a variety of other related tasks as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Instruction & Classroom Delivery:

- Effectively demonstrate mastery of health, safety, and student interaction expectations and protocols.
- Proficiently manage small and large groups of students.
- Proficiently distinguish characteristics from a wide variety of Polynesian dances.
- Teach and model footwork, dance steps, basic sequences and combinations, and choreography that fosters love and excitement for Polynesian dance.
- Provide instruction for up to groups of twenty students.
- Differentiate dances for younger/older and beginner/more advanced learners.
- Deliver organized, fun, and engaging lessons with the prescribed objectives and lesson plans for direct instruction.
- Deliver mini-lessons in accordance with provided lesson plans regarding the historical elements that have influenced traditional Polynesian dance from multiple Polynesian islands.
- Utilize stretching, warm-up, posture, body alignment, footwork, turns, spacing, and other dance strategies and techniques for effective lessons.
- Successfully teach basic dance vocabulary and terminology utilizing English and languages related to the origins of the dance.

Program & Instructional Support:



- Perform effectively as an assistant or lead instructor.
- Create lesson plans regarding the historical elements that have influenced traditional Polynesian dance from multiple Polynesian islands including traditional attire, music, art, and storytelling, for yourself and your peers.
- Set up and operate audio and video equipment and systems.
- Accurately complete forms and paperwork.
- Perform duties and responsibilities as assigned and meet deadlines.
- Effectively train and support new instructors.

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 years of successful experience working with children.
- Minimum of two years of experience in Polynesian dance.
- Experience teaching in a classroom setting is preferred.
- Prior experience teaching Polynesian dance is preferred.
- Must be at least 18 years of age and possess a high school diploma or GED (required).
- Strong verbal and written communication skills in standard English, suitable for a public school environment.
- Demonstrated ability to adapt to changing circumstances and work effectively in a dynamic setting.

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

Mental

On the job, the employee must be able to

- (F) Read/Comprehend
(F) Write



(F) Crawl (F) Use fine finger movements
(F) Climb (F) See, hear, and speak
(F) Kneel () Other (_____)

(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, fumes, 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:

Date: Click or tap to enter a date.