



STEP-BY-STEP CULTURAL ARTS

African Dance Instructor

Job Description

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Instruction & Classroom Delivery:

- Proficiently manage small and large groups of students.
- Perform effectively as an assistant or lead instructor.
- Teach and model footwork, dance steps, basic sequences and combinations, and choreography that fosters love and excitement for African 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 that support teamwork and collaboration and lead to the successful attainment of the student objectives.
- Deliver mini lessons in accordance with the provided lesson plans regarding the historical elements that have influenced traditional African dance from multiple countries of Africa including traditional attire, music, art, and storytelling.
- 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.



- Effectively demonstrate mastery of health, safety, and student interaction expectations and protocols.

Program & Instructional Support:

- Proficiently distinguish characteristics from a wide variety of African dances and traditions such as West African (e.g., Malinke, Wolof), Central African (e.g., Congolese), Southern African (e.g., Zulu), or Afro-diasporic forms rooted in African traditions (e.g., Afro-Cuban, Haitian, or Brazilian)..
- Create lesson plans regarding the historical elements that have influenced traditional African dance from multiple countries of Africa including traditional attire, music, art, and storytelling for yourself and your peers.
- Set up and operate audio and video equipment and systems to support high-quality dance instruction, including managing music playback, microphones, speakers, and visual aids to enhance student engagement and learning.
- Accurately complete forms and paperwork related to attendance, lesson planning, student progress, and equipment usage, ensuring compliance with organizational policies and timely reporting requirements.
- Effectively train and support new instructors by modeling best practices in classroom management, lesson delivery, and cultural context; providing guidance and feedback to help them succeed in aligning with program goals and instructional standards.

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:

- Two years of proven experience working with children.
- Two years of experience in African dance.
- Classroom teaching experience is preferred.
- Experience teaching African dance is preferred.
- Candidates must be at least 18 years of age and provide valid proof of a high school diploma or GED.
- Proficiency in speaking and writing standard English suitable for a public school environment.
- Demonstrated ability to remain flexible and adapt to changes 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
- (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:	Date: Click or tap to enter a date.
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