



## ENCHANTED EDUCATION

### Creative Learning Instructor

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<b>Title:</b>	<b>Creative Learning Instructor</b>
<b>Pay Rate:</b>	<b>\$23.00/hr. - \$24.00/hr. DOE</b>
<b>Reports To:</b>	<b>Quality Assurance Manager</b>
<b>Status:</b>	<b>Part-Time</b>
<b>Hours:</b>	<b>Approximately 15-25 hours per week, Monday - Friday, scheduled between the hours of 12:00pm. and 6:00pm</b>
<b>City:</b>	<b>Varies</b>

#### **JOB SUMMARY:**

We are seeking a passionate and innovative Creative Learning Instructor to join our team. This role is pivotal in supporting the enrichment in Expanded Learning programs. The ideal candidate will bring creativity, enthusiasm and commitment. The Creative Learning Instructor will provide in-person and virtual youth enrichment lessons related to STEAM to TK-12 grade students on school campuses and beyond during regular school hours and days, after school hours, and non-school hours and days, as needed. The STEAM Instructor will participate in professional development, manage equipment and supplies, plan lessons, supervise children, teach STEAM lessons, and perform a variety of other related tasks as required. The Creative Learning Instructor must have a genuine interest in the growth, development, and provision of a safe and nurturing environment for the students they work with. Establishing connections through leadership, communication, and patience is crucial in providing students with the stability and nurturing atmosphere they need to succeed.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Effectively demonstrate mastery of health, safety, and student interaction expectations and protocols.
- Proficiently manage small and large groups of students.
- Perform effectively as an assistant or lead instructor
- Teach and model STEAM concepts successfully with groups of twenty students or more.
- Teach and model effective creative problem-solving strategies, engineering, design processes, and design thinking concepts.
- Differentiate lessons and instructions 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 successful attainment of the student objectives.



- Utilize instructional and communication strategies that recognize and celebrate the contributions of diverse cultures while also promoting equity, diversity, and inclusion.
- Utilize strategies including mindfulness, group management, and lesson design to implement structured and orderly classes.
- Utilize hands-on, project-based, inquiry-based, and student-interest-driven strategies and techniques for effective lessons.
- Communicate effectively with coworkers, students, and parents.
- Maintain cooperative and effective relationships with those contacted in the course of work.
- Set up and operate audio and video equipment and systems.
- Accurately complete forms and paperwork.
- Meet deadlines.
- Arrive on time and be prepared to teach (must review lesson plans and materials before instruction).
- Perform other duties and responsibilities as assigned.

#### **EDUCATION and REQUIREMENTS:**

- 2 years of successful experience working with children and the ability to inspire and motivate.
- Must be 18 years of age or older and provide proof of a High School diploma or G.E.D. Required.
- Ability to speak and write standard English appropriate in a public school setting.
- Ability to be flexible and adjust to changes in a dynamic environment.
- Experience with instructional strategies and techniques for English learners, GATE, and special education preferred.
- Bilingual (English/Spanish) preferred.

#### **BACKGROUND CHECK/TESTING/CERTIFICATION:**

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

#### **SUPERVISORY RESPONSIBILITIES:**

- This position requires the supervision of children.
- Keeping accurate attendance sheet records.

#### **TRAVEL:**

- Travel will be required; a valid driver's license and reliable transportation is required.

#### **PHYSICAL DEMANDS:**



The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Long periods of standing, walking, sitting, and moving quickly.
- Sitting on the floor and returning to a standing position.
- Considerable long periods of physical activity.
- Requires some physical work; kneeling, bending, squatting, lifting, pushing, pulling, or carrying objects or children.
- Lifting and moving up to 50 pounds.
- Physical work is a primary part.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, and depth perception.
- Hearing within the normal range is required.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Enchanted Education is an equal opportunity employer and is committed to fostering a diverse and inclusive workplace. We encourage individuals from all backgrounds to apply.

**ADA:**

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description will be reviewed periodically as duties and responsibilities change with business necessity.

**ENCHANTED EDUCATION EMPLOYMENT STATEMENT:**

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 Enchanted Education’s at-will employment duties and responsibilities are subject to the Enchanted Employee Handbook.

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

Print Name:
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Signature:	Date:
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