



ENCHANTED EDUCATION

Creative Learning Instructor (STEAM)

Job Description

Title: Creative Learning Instructor (STEAM)
Pay Rate: \$23.00 - \$25.00, depending on experience and qualifications
Reports To: Senior Program Manager (Enrichment)
Status: Hourly/ Non-Exempt ▾
Hours: Part-Time ▾

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 Instructor will participate in professional development, manage equipment and supplies, plan lessons, supervise children, instruct 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:

Instruction & Classroom Delivery:

- Demonstrate a strong understanding of health, safety, and student interaction expectations and protocols in all instructional settings.
- Effectively manage both small and large groups of students to ensure productive and respectful learning environments.
- Serve successfully in the role of either an assistant or lead instructor, contributing to the overall instructional goals of the program.
- Instruct and model STEAM concepts with clarity and engagement for groups of twenty or more students.
- Effectively introduce and reinforce creative problem-solving strategies, engineering practices, design processes, and design thinking concepts.
- Adapt and differentiate lessons to meet the developmental and skill-level needs of younger, older, and more advanced learners.



- Deliver well-organized, engaging, and purposeful lessons that align with prescribed objectives and lesson plans, while promoting teamwork and collaboration.
- Implement structured, orderly classes through the use of mindfulness, effective classroom management, and intentional lesson design.
- Utilize hands-on, project-based, inquiry-driven, and student-interest-led approaches to enhance student engagement and understanding.

Program & Instructional Support:

- Maintain cooperative and effective working relationships with colleagues and community members.
- Set up and operate audio and video equipment and instructional technology to support lesson delivery and student engagement.
- Complete required forms and paperwork accurately and in a timely manner.
- Consistently meet deadlines and fulfill responsibilities with reliability and attention to detail.
- Arrive on time and fully prepared to instruct, having reviewed lesson plans and materials in advance of instruction.

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:

- 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.

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 (_____)

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 (_____)

Mental

On the job, the employee must be able to

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

Must carry / lift loads of:

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

ENCHANTED EDUCATION 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 Enchanted Education at-will employment duties and responsibilities are subject to the Enchanted Education 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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