

Anoka Hennepin Independent School District #11 Position Standard

Community School Program – Instructor & Assistant Instructor

Community Schools programs provides a variety of enrichment, recreational, and athletic activities for children and adults in the areas of aquatics, adult literacy, and learning readiness, and also coordinates free or low-cost rental of school facilities. The program is located in all elementary and middle schools throughout the District.

Instructors and Assistant Instructors work with elementary and middle school participants enrolled in community education programs. Provide instructions for activities and services, skill development, teamwork, leadership, social growth, positive reinforcement, and respect for others in a safe and positive environment. Hours can be afterschool, evening, weekends, and non-school days.

Instructor

Essential Functions:

- Develop and deliver curriculum or services to students (youth participants and/or adults) enrolled in the Anoka-Hennepin Community School Program.
- Provide instruction and activity or service in subject matter, ranging from introductory to advanced levels.
- Deliver and collect participant feedback, when requested.
- Perform other duties as assigned.

Minimum Qualifications (for Community School Instructor):

- High School Diploma or equivalent.
- Relevant knowledge and/or experience, work experience, and/or training in designated activity.
- Good interpersonal communication skills.
- Ability and desire to work with targeted audience.
- Ability to work a flexible schedule.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 20 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building/on site.

Assistant Instructor

Essential Functions:

- Greet participants, community partners during the check-in and pickup times, explains program logistics and provide directions.
- Assist in any general prep work for activities, including set-up and put away games and supplies as directed by Instructor.
- Assist Instructor in presenting activities.
- Perform other duties as assigned.

Minimum Qualifications (for Community School Assistant Instructor):

- Some high school completed – does not require High School Diploma.

- Knowledge and/or experience in subject matter.
- Ability and desire to work with targeted audience.
- Ability to work a flexible schedule.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 20 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building/on site.

Preferred Qualifications (for Community School Instructor and Assistant Instructor):

- Concussion training certification preferred (if necessary, depending on subject matter).
- Relevant work experience and previous experience with community school activities preferred.
- Advanced training or college degree preferred.
- Previous experience working with targeted audience (youth participants and/or adults) preferred.

Physical Factors (for Community School Instructor and Assistant Instructor):

Frequent: standing, walking, lifting waist to chest, lifting below waist, carrying, pushing, pulling, stooping, crouching, squatting, twisting/pivot, reaching, repetitive foot, repetitive arm, simple grasp, firm grasp, talking, hearing & visual accommodation;

Occasional: sitting, lifting above shoulder, climbing, kneeling, crawling, and fine manipulating.

NOTE: THESE PHYSICAL FACTORS ARE GENERAL. PHYSICAL FACTORS MAY VARY DEPENDING ON THE NATURE OF THE INSTRUCTOR POSITION.