



Job Description - Lead Instructor

About READ AfterSchool

READ AfterSchool provides high quality afterschool programs with recreational and educational activities in Tampa, FL. We hire passionate, highly qualified people who share our values:

- *Academic Excellence:* We support the goals of each student's classroom teacher through homework support and out-of-school independent reading.
- *Educational Enrichment:* We provide enriching activities to stimulate curious minds.
- *Recreation:* We believe physical activity is important to a healthy lifestyle and to academic success, and provide invigorating recreational activities and free play.
- *Nutrition:* We feed healthy minds and bodies while embracing healthy snack guidelines.
- *Safety:* We put the safety and supervision of our students at top-of-mind at all times.
- *Fun:* We are where kids want to be!

Roles and Responsibilities

Lead Instructors are responsible for supervising an assigned group of students in recreational and educational settings and supporting the READ team. Lead instructors work with the same student group to provide consistent familiar leadership and guidance. Responsibilities include:

- Supervise students, maintaining accountability for each assigned student at all times and following operations protocol to ensure the safety and well-being of each student.
- Assist students with homework and communicate progress to parents/teachers daily through personal interaction and homework journals.
- Plan and lead enrichment activities with students which are both fun and tied to learning objectives.
- Serve snacks to students, taking into account dietary restrictions.
- Supervise recreational activities.
- Implement behavior management program in a way that rewards positive outcomes.
- Take attendance and ensure parents or authorized adults sign out children daily.
- Provide feedback to parents upon checkout.
- Communicate issues to management timely and document behavioral issues in accordance with READ AfterSchool's policies as needed.
- Provide assistance to the site manager and other staff as needed.

Qualifications

Required:

- Lots of energy, lots of patience, and a positive attitude
- Ability to adjust quickly to unexpected or changing situations
- 5+ years work experience
- Experience working with school-age children.

Preferred

- Experience working in a school or out-of-school program

A Plus

- Prior experience as an educator
- Degree in education or related field