POSITION: Instructor - Upper DEC Dragon PLUS Program

RESPONSIBLE TO: Director of Youth Services

EMPLOYMENT STATUS: Part-Time (2 - 6 hours/week, afterschool), Hourly

PRIMARY WORK SITES: Lakeside High School, Ashtabula

GENERAL RESPONSIBILITIES:

Dragon Plus is a youth program committed to providing out of school time learning, academic, and enrichment activities to Lakeside High School students. The Instructor is responsible for planning and leading fun and engaging academic and enrichment activities as outlined in lesson plans that are aligned to Ohio Department of Education standards.

SPECIFIC DUTIES AND RESPONSIBILITIES:

* Develops and implements creative and fun lesson plans in academic subjects including math and English language arts and/or enrichment subjects such as Pokémon, cooking, escape rooms, etc.
* Ensures program includes activities that contribute to the cognitive, social, emotional, and physical well-being and growth of each participant
* Ensures after school curriculum aligns with school day curriculum and/or Ohio’s Learning Standards
* Develops differentiated instructional plans individualized to student needs
* Maintains accurate and complete records, files, and data systems for grant reporting (e.g., attendance, student data – qualitative and quantitative, standardized testing scores, comparison & participant group data, etc.).
* Reviews and submits weekly, monthly, quarterly, and annual program reports as necessary; assures the effective implementation and successful completion of program requirements.
* Attends meetings and trainings as required by the afterschool program
* Builds key relationships with the AACS School District, students, parent/guardian/family, and other community networks related to programs and services.
* Participates in program self-assessment tool with staff and stakeholders
* Works with external evaluators and program staff to measure programmatic, operational, and youth outcomes; ensures all reporting on these outcomes is done accurately

KNOWLEDGE, SKILLS, AND ABILTIES

* Bachelor's Degree preferred
* Excellent organizational skills.
* Proficient to advanced computer skill level. Knowledge of, or ability to master utilization of, all necessary computer software and database programs (including MS Office applications and internet research).
* Excellent written, oral communication, networking, negotiation (conflict management and resolution), and presentation skills.
* Afterschool program development and coordination experience helpful
* Knowledge of research methods, program evaluation, data assessment systems.
* Familiarity with Ashtabula communities, community resources, and school-linked services helpful
* Enthusiasm for community education and commitment to youth development and services.
* Bilingual and bicultural skills desirable, but not required.
* Ability to work some flexible hours (e.g., evenings and weekends).

### HOW TO APPLY

### Please send, email, or mail cover letter and résumé to: Robinlyn Vogel [rvogel@accaa.org](mailto:rvogel@accaa.org), , ACCAA, PO Box 2610, Ashtabula, OH 44005-2610, Attn: Robinlyn Vogel

*The Upper DEC Dragon PLUS Program is an equal opportunity employer and is committed to staff diversity. Our programs, services, and staff positions are funded by contributions from individuals and corporations, and by private foundation and public grants. All continued employment is dependent upon the organization’s ability to maintain appropriate and adequate funding levels. All staff positions are subject to the final approval of funding resources and of the Board of Directors.*

Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment. Must comply with ACCAA Drug Free Workplace policy.

All Employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor.

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