



**Job Description: Kudos Program Instructor**  
**FLSA: NON-EXEMPT**  
**PART-TIME SEASONAL**  
**Pay Scale: \$20-\$27**

**Job Summary:** This is an hourly position under the supervision of the Site Coordinator. The Instructor will be responsible for preparing a curriculum based on education, knowledge of the subject matter, and experience; and instructing participants of the KUDOS After School Creative Learning Program in Fort Bragg Unified School District.

Kudos Creative Learning Program supports students in three main areas: 1) Social/emotional development in conjunction with strengthening peer-to-peer and adult-to-student relationships is the front-line staff's highest priority. 2) Academic support is directed mainly toward literacy support, writing, and math, and 3) Hands-on enrichment activities that expand a student's horizon through hands-on learning through the arts, science, and physical activity.

**Duties/Responsibilities** will include but not be limited to the following:

**Instruction & Creative Learning**

- Create curriculum and correctly formatted lesson plans using the provided planning template in approved subject matter and submit to the coordinator for approval. Communicate with the coordinator any changes to the curriculum or dates unavailable for instruction.
- Instruct school-age children in both academic and enrichment curricula in after-school settings. Implementation of lesson plans in enrichment classes.
- Work with Aides, Apprentice Aides, and other team members as appropriate
- Oversee the health and safety of the children.

**Communications and Reporting**

- Communication with parents as needed. Daily communication with Site Lead/Coordinator.
- Fill out accident reports as needed and report accidents or unusual incidents to the site coordinator.
- Keep accurate student progress reports, behavioral records, and documentation as required.

**Leadership & Planning**

- Understand and work with the KUDOS program guidelines, California Quality Program point-of-service standards and PBIS agreements, and Behavioral Tiers. Be a role model in using these and other tools in working with children and other staff.
- Attend staff meetings and educational workshops as required. Attend other leadership and professional development opportunities.
- Be a positive community advocate of Flockworks and participate in activities and planning as required
- Other duties as assigned by the Site Coordinator and Program Director.

*Management reserves the right to add, modify, change, or rescind the work assignments of various positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. :*

**QUALIFICATIONS & Requirements** Must be at least 18 years of age. Must have at least 48 college units or pass the basic skills test. Must possess education, knowledge, and experience in the areas to be presented. Experience working with children. Community CPR/First Aid certification, Bloodborne pathogen and mandated reporter training, TB test, Fingerprinting, background checks plus harassment training.

**Certifications and Requirements** upon employment include 1) Possession of, or ability to obtain within three (3) months CPR and First Aid certification. 2) Bloodborne Pathogen and TB test, 3) Mandated Reporter Training 4) Harassment Training 5) Fingerprinting and background checks

**PHYSICAL DEMANDS:** Work in both indoor and outdoor settings with children from kindergarten-age through middle school, depending on the site. Fast-paced environment, requiring energetic, enthusiastic, and well-organized employees. Physical conditioning includes the ability to bend, stoop, kneel, and lift a moderate amount of weight. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a keyboard or calculator and to operate standard office equipment.

**ABOUT US:** Flockworks, a local non-profit on the Mendocino Coast since 2006, works to strengthen and connect our community through creative arts. We add value to our community through the strengths and success of our employees as we work together to provide quality programs. We aim to create opportunities for our employees to grow, learn and evolve. At Flockworks, our values drive everything we do:

- We are mission-driven and aim to do the most with the resources available.
- We work from an outlook of “Abundance, Creativity & Inclusiveness” to shape efforts within our team and in our service to others in the community.
- We believe continuous learning is vital and strive to support our teams and individuals in finding opportunities to keep learning and evolving.
- We see leadership and teamwork as vital to success. We create opportunities for everyone to develop leadership skills and teamwork. This involves our Board, Staff, and volunteers.
- We know that Collaboration with others is vital to the larger success of our community. This includes how we work with funders & donors, other community organizations, civic groups, businesses, schools, and government entities. Everyone is part of fostering this shared sense of community commitment.

Together, we accomplish our mission and better serve our community. We value all our employees and strive to support those who make the programs and initiatives successful. *Together, we are Flockworks*, building community through creative and artful engagement.

I have read, understand and agree to perform the duties described in the job description for the Kudos Creative Learning Program Instructor.

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Signature of employee

Date