



Job Title: KUDOS Program Instructor (Redwood, Dana Gray, Fort Bragg Middle School)

Job Summary: The KUDOS Program Instructor delivers academic and enrichment instruction to school-age children in Flockworks' after-school programs. This role is responsible for developing lesson plans, implementing engaging activities, and supporting student learning and development. The Instructor collaborates with team members to ensure a safe, inclusive environment while maintaining student progress records and communicating with families as needed. This position also plays an active role in literacy support, program supervision, and contributes to the continuous improvement and

success of the KUDOS program.

Responsibilities & Duties:

- Instruction & Creative Learning
 - Develop curriculum and submit formatted lesson plans using approved templates for Coordinator approval.
 - Incorporate hands-on, creative learning experiences that reflect Flockworks' mission of fostering curiosity, inclusion, and community connection.
 - Implement enrichment classes and adapt lessons to support diverse learning needs.
 - Facilitate reading intervention activities, providing one-on-one support and maintaining a literacy-rich environment.
 - Record and track student reading behaviors and skills, using observation-based assessments aligned with California Literacy Standards.
- Student Support & Supervision
 - Oversee the health, safety, and well-being of children during all program activities.
 - Collaborate with Aides, Apprentices, and other Instructors to ensure a positive and engaging learning environment.
 - Supervise playground activities and assist with overall site supervision as needed.
 - Step in as backup instructor for other classes and activities when required.
- Documentation & Reporting
 - Maintain accurate student progress reports, behavioral records, and literacy observation logs.
 - Complete accident and incident reports as necessary, ensuring timely communication with the Site Coordinator.
 - Report any child health, safety, or well-being concerns to the Site Coordinator and team.
- Communication & Team Collaboration
 - Communicate regularly with the Site Lead/Coordinator regarding lesson plans, schedule changes, and student needs.
 - Engage with parents as needed to share student progress or address concerns.
 - Act as a positive representative of Flockworks, helping to communicate the organization's mission through daily interactions with students, families, and school staff.
 - Participate actively in daily team meetings to discuss student needs and program updates.
- Professional Development & Program Standards
 - Understand and apply KUDOS program guidelines, CQI processes, and Positive Behavioral Interventions & Support (PBIS) standards.
 - Attend staff meetings, educational workshops, and complete required training.
 - Assist with classroom and program set-up, clean-up, and maintaining an organized learning environment.

Qualifications, Skills, Certifications & Requirements:

- Qualifications:
 - Must be at least 18 years of age.
 - Must have a high school diploma or equivalent.
 - Must have at least 48 college units or have passed the California Basic Skills Proficiency Test.
 - Experience working with school-age children in educational or after-school settings.

- Knowledge of child development, classroom management, and expanded learning programs.
- Familiarity with school partnerships and working within a school district environment.
- Bilingual (English/Spanish) a plus.
- Skills:
 - Ability to develop and implement engaging, hands-on lesson plans.
 - Clear and effective verbal and written communication.
 - Excellent organizational and time management skills.
 - Ability to build positive relationships with students, staff, families, and school personnel.
 - Basic proficiency with modern workplace technology, including Google Workspace (Docs, Sheets, Drive, etc.), Slack for team communication, and organization-specific platforms such as Rippling
 - Ability to manage schedules, coordinate logistics, and solve problems proactively.
 - Commitment to fostering an inclusive and welcoming environment that reflects Flockworks' mission and vision.
- Certifications & Requirements:
 - Current CPR and First Aid certification (or ability to obtain within 30 days of hire).
 - Fingerprinting and background clearance required per California state regulations.
 - TB test clearance and Bloodborne Pathogen training required prior to working with students.
 - Completion of Mandated Reporter Training and Harassment Prevention Training within the first 3 months of employment.

Reporting Structure:

- This position reports directly to the KUDOS Program Coordinator.

Work Location & Type of Job: This position primarily works at the KUDOS program site located on one of three school campuses. Planning, communication and administrative tasks may be performed remotely as needed. Work hours are typically weekday afternoons during the school year, with occasional additional hours for special events or staff meetings.

Work Environment and Physical Requirements: This position operates in a combination of school campus settings, program activity spaces, and office environments. The role requires the ability to move between sites, participate in active program environments, and occasionally lift and carry materials up to 25 pounds. Flexibility to work some evenings and weekends is required to support after-school operations, staff training, and special events. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

Flockworks is an equal opportunity employer. We are committed to creating an inclusive environment for all employees and applicants. All qualified individuals will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, disability, veteran status, or any other characteristic protected by applicable law.

Position Structure & Benefits Eligibility: This position is designed as a part-time role; however, employees may hold multiple part-time positions within the organization to create a combined full-time schedule. When combined responsibilities meet or exceed the organization's full-time hourly threshold, the employee becomes eligible for full-time benefits.

Salary & Benefits:

- 17-20 hours/week, non-exempt
- \$21.07-\$28.45/hour
- Robust PTO: 1 hour for every 10 hours worked
- 4% 401(k) match
- 9 paid holidays
- Opportunities for growth