



Lead Enrichment Instructor

Position Summary

The role of the *Lead Enrichment Instructor*, under the supervision of the Coordinator of Extended Day and Enrichment Programs, will be to lead the Enrichment Instructor team in providing quality academic coaching and progress monitoring for students on their caseloads. Additionally, the *Lead Enrichment Instructor* will collaborate with core teachers and the Coordinator of Extended Day and Enrichment Programs to create and facilitate curriculum that compliments core course content. The Enrichment Program operates from 2 PM to 7 PM.

Primary Responsibilities

- Provide supervision and guidance to Enrichment Instructors related to initiatives, procedures, and protocols
- Organize necessary data, reports, and supplies daily for the team
- Assist the Coordinator in implementing Enrichment Program initiatives, ensuring consistent and effective coaching of students, and building a successful and focused study environment
- Model how to support students with homework and academic tutoring
- Monitor and document students' academic progress, and advocate for students' learning needs
- Document student behavior consistently, including sending discipline referrals to an appropriate Dean of Students when necessary
- Maintain prompt and accurate student attendance records using Power School
- Prepare agendas for team meetings

Qualifications

Experience

- Minimum 2 years of working with groups of 20 or more ethnically and socioeconomically diverse students in a classroom, or after school setting

Skills

- Plan and organize lessons, manage time effectively and organize materials
- Manage both large and small groups of students
- Resolve conflicts and motivate students to complete assignments
- Communicate effectively and professionally with both staff and students
- Provide students with academic support, assisting with homework and projects
- Ability to work collaboratively and independently
- Ability to work effectively in fast-paced environments with limited supervision
- Proficiency with Microsoft Office, PowerSchool, and other applicable computer software

Education

- Associate's Degree preferred