

**21<sup>st</sup> Century Community Learning Center Teacher/Instructor**  
**Federal Programs**

**Purpose Statement**

The job of 21<sup>st</sup> CCLC Teacher/Instructor was established to provide individualized and group instruction to selected student participants in the 21<sup>st</sup> Century Community Learning Centers program at his/her designated site. The teacher/instructor will work with the site coordinator and program staff to plan and implement each component of the extended learning program. The teacher/instructor will monitor student progress and implement curriculum based on student needs. The teacher/instructor will be responsible for benchmark and progress monitoring data and reporting those results to parents and the site coordinator.

This position reports to the Site Coordinator.

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**Essential Functions**

- Tutors students
- Helps students with homework
- Supplements tutoring/homework help with educational activities
- Informs site coordinator of personal absences
- Works with core teachers in developing plans for remedial reading and math instruction
- Returns all before and/or after school materials to appropriate location
- Any other necessary duties as assigned by the site coordinator

**Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse operations; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include basic computer use.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; physical stamina; and ability to read, write and communicate clearly in English.

**Responsibility**

Responsibilities include: communicating effectively with students, staff and stakeholders, working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services. Certified teachers will effectively deliver instruction. Non-certified employees will work under the direction of and assist certified teachers.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience** Certified teacher with level 4 or 5 evaluation level preferred. All non-certified staff will be highly qualified under ESEA.

**Education** Teacher—Bachelor’s degree in job related area. Master’s degree preferred  
Teacher Assistant—Two year Associate’s degree from an accredited institution of higher learner;  
Sixty-hours of documented college credit; or pass the ParaPro Assessment

**Equivalency** See Education

**Required Testing**  
Tennessee Teaching License  
Teacher Assistant—see Education above

**Certificates & Licenses**  
Tennessee Teaching License  
Teacher Assistant—see Education above

**Continuing Educ. / Training**  
Participate in webinars, staff meetings, other  
21<sup>st</sup> CCLC trainings as provided

**Clearances**  
Criminal Justice Fingerprint/Background Clearance

**FLSA Status**  
Exempt

**Approval Date**

**Salary Grade**  
Certified--\$20.00 per hour  
Non-certified--\$10.00 per hour