



**Elementary After-School Instructor Job Description 2022-2023**

**About Oakland Leaf**

Oakland Leaf was founded in 2001 by a collective of East Oakland educators intent on empowering youth voice. Since that time we have developed into a highly regarded youth development institution providing free programming to upwards of 1,000 youth annually.

**Our Elementary Aged Programming**

Comprehensive after-school programs at schools across East Oakland that emphasize: social emotional learning, health and wellness, empowerment and leadership, arts and culture, and having fun -- because kids deserve to be kids!

**Our Goal**

Empower youth with the confidence to explore life with curiosity and excitement, advocate for themselves and their community, and catalyze change as leaders.

**Our People**

We are a collection of educators, artists, creatives, athletes, activists, life enthusiasts, and above all, passionate supporters of youth in our shared communities. If you possess the passion to make Oakland a more loving, just, and vibrant place, then Oakland Leaf might be the place for you to root in, rise up and branch out.

**Specific Duties & Responsibilities For After School Programming**

***Reports to: Site Program Manager***

<b><i>Preparation for Program</i></b>	<b><i>Program Facilitation and Engagement</i></b>
<ul style="list-style-type: none"> <li>● Develop weekly lesson plans that engage the youth, are age appropriate, and meet the high-quality standards of Oakland Leaf's mission</li> <li>● Understand the developmental milestones of the age group in which you are holding space for</li> </ul>	<ul style="list-style-type: none"> <li>● Create and facilitate engaging, project-based curriculum that is of high interest for Oakland elementary aged youth daily for 1-hour enrichment sessions.</li> <li>● Provide 1 hour daily academic session that assists elementary students with homework and academic success.</li> <li>● Engage with parents at pickup (get to know them on a first name basis), and give feedback about both positive student behaviors and those that need correction.</li> </ul>



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<p><b>Management of the Classroom</b></p>	<p><b>Management of Behavior</b></p>
<ul style="list-style-type: none"> <li>• Implementation of Oakland Leaf standards for managing the classroom i.e. visible daily agenda, community agreements, etc.</li> <li>• Set up and manage consistent structures, routines, and protocols for youth to follow.</li> </ul>	<ul style="list-style-type: none"> <li>• Passion for innovation and excellence in social and restorative justice and youth development</li> <li>• Respond (not react) with a warm-demonstrator stance when redirecting youth behavior</li> </ul>

**Specific Duties & Responsibilities For Administrative Side of the Position**

<p><b>Task Management</b></p>	<p><b>Organization and Time Management</b></p>
<ul style="list-style-type: none"> <li>• Complete all administrative tasks on a daily and/or weekly basis including but not limited to student attendance, monthly reports, surveys, etc.</li> <li>• Strong attention to detail throughout all aspects of their work</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to self-monitor and self-regulate in order to best prioritize, organize and manage multiple tasks and responsibilities</li> <li>• Ability to work independently, reliably, take initiative and problem solve</li> </ul>

**Specific Duties & Responsibilities For Professionalism and Development**

<p><b>Training and Development</b></p>	<p><b>Professionalism</b></p>
<ul style="list-style-type: none"> <li>• Participate in mandatory staff meetings and trainings when scheduled</li> <li>• Keep ongoing record and documentation of content from trainings</li> <li>• Professional development trainings as they pertain to school site needs</li> </ul>	<ul style="list-style-type: none"> <li>• Exceptional judgment, including a high level of discretion when handling confidential materials</li> <li>• Work well in a team setting and be open to collaborate with all stakeholders</li> </ul>



	<ul style="list-style-type: none"><li>• A strong work ethic and a continuous learner</li><li>• Excellent interpersonal and communication (written and oral) skills</li></ul>
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**Your Legacy**

- The opportunity to implement an enrichment medium to develop youth voice, critical thinking, cultivation, and community
- Working with youth to develop a project(s) to show at Winter and Spring Expo
- Serve as positive role model to elementary aged youth in the Oakland community
- Learn, teach and grow to elevate your career simultaneously strengthening the organization's capacity
- Help the organization live and breathe it's core values

**Qualifications**

- Provide TB clearance and background clearance from FBI and DOJ
- Provide college transcripts or meet IA requirements

**Education & Experience**

- Possess an Associate's Degree or higher
- The ideal candidate will have experience in classroom management and/or youth development

**Working conditions/physical demands**

- Normal school and office conditions
- Offsite meetings
- Required to work some nights for events
- Must be able to lift up to 25lb

*Oakland Leaf is an equal opportunity employer and will not discriminate against any individual, employee, or application for employment on the basis of race, color, marital status, religion, age, sex, sexual orientation, national origin, handicap, or any other legally protected status recognized by federal, state, or local law*