

Job Description

Job Title: KIDS Camp Certified Teacher of the Visually Impaired

Reports To: KIDS Camp Program Coordinator

Department: Children's Program

FLSA Status: Non-Exempt

Location: Sunrise, FL

Prepared By/Date:

Approved By/Date:

Summary: Instructs and supervises children aged 5– 13 in various activities and field trips. Under the direction of the KIDS Camp Program Coordinator, the instructor will plan and implement activities of the Expanded Core Curriculum.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Assists KIDS Camp Program Coordinator with program and daily activities/classes

Devote full time and energy to care of children. Required to participate in swimming, bounce houses, playgrounds, etc.

Assists with daily living skills instruction and mentoring of appropriate behaviors in participants.

Instruct students in lessons that cover the Expanded Core Curriculum and Academic Areas

Assists with daily documentation of attendance and other reports required for grant including Daily Hours.

Monitors safety of participants

Monitors and direct volunteers

Drives assigned van for outings and to pick up and drop off campers

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Teaching certificate or license accepted in the United States.

Teacher of the Visually Impaired and/or Orientation Mobility Certification or similar credentials

Driving:

Must be 25 years of age for insurance purposes. Must have a valid driver's license with no driving infractions within the last three years.

Language Ability:

Ability to comprehend written and verbal instructions. Ability to respond to common inquiries or

complaints from parents or children.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals and instruct in all aspects of Moving with Math curriculum.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

Knowledge of basic Microsoft Word, Excel and email/Internet software is required.

Certificates and Licenses:

Teaching certification

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job including participating in outdoor activities with exposure to weather elements that include heat and rain. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities are required by this job: the employee must be able to effectively monitor children who are active in indoor and outdoor environments, recognize potentially dangerous situations, and intervene as appropriate to ensure student safety.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms and talk or hear. The employee is regularly required to stand, walk, climb or balance and stoop, kneel, crouch, or crawl.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies: Technical Skills - Strives to continuously build knowledge and skills. Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance. Interpersonal - Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things. Oral Communication - Listens and gets clarification; Responds well to questions. Team Work - Balances team and individual responsibilities; Gives and welcomes feedback; Supports everyone's efforts to succeed. Written Communication - Writes clearly and informatively; Able to read and interpret written information. Ethics - Treats people with respect; Works with integrity and ethically. Organizational Support - Follows policies and procedures; Completes

administrative tasks correctly and on time. Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan. Initiative - Asks for and offers help when needed. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.