

Job Title of this Position	After School Instructor
Name of Organization	Tacoma Public Schools
Website	<a href="http://www.tacoma.k12.wa.us">www.tacoma.k12.wa.us</a>
Job Location Address	Gray MS: 7229 S Tyler, St, Tacoma WA 98409 Stewart MS: 5010 Pacific Ave, Tacoma WA 98408 Jason Lee MS: 602 N. Sprague Ave, Tacoma WA 98403
Contact / Supervisor	Gray: Debbie Willis Stewart: Megan Isakson Jason Lee: Melanie Jones
Phone Number	Debbie Willis: 253-571-5250 Megan Isakson: 253-571-4179 Melanie Jones: 253-327-4381
E-mail	Debbie: <a href="mailto:dwillis@tacoma.k12.wa.us">dwillis@tacoma.k12.wa.us</a> Melanie: <a href="mailto:mjones4@tacoma.k12.wa.us">mjones4@tacoma.k12.wa.us</a> Megan: <a href="mailto:misakson@psed.org">misakson@psed.org</a>
<u>Hourly Pay Rate</u> (indicate a range)	\$12.00/hr
Employment Period	Summer Only [ <input type="checkbox"/> ]      Academic Year [ <input checked="" type="checkbox"/> ]      Summer & Academic Year [ <input type="checkbox"/> ] (7/1/2008- 9/23/2008)      (9/2/09-6/30/10)      (7/1/2008 – 6/12/2009)
Hours per week	Summer: full time program 40 hrs/wk [ <input type="checkbox"/> ] part time program up to 19 hrs/wk [ <input type="checkbox"/> ] Academic Year: up to 19 hrs/wk [ <input checked="" type="checkbox"/> ] <b>less than 540 hours/year</b>

**Nature of Business or Organization:**

PAWS – Panther Achiever’s WorkShop - at Stewart Middle School, Jason Lee & Gray MS is a safe, positive After-School Program focusing on structured homework help and academic support. Students in this program also receive a healthy snack and have the opportunity to be active and build community through daily enrichment activities. The goal is to provide a center for academic help & various enrichment activities. A center for cultural awareness, family support, and for parent and other community members learning.

**Duties and Responsibilities:**

As an After School Instructor for this program, your job responsibilities would include: assisting teachers with tutoring groups, helping with homework, and leading enrichment activities – sports games, art projects, cooking activities, etc.

**Minimum Qualifications:**

Eligible to work in the US. Must be 18 years or older. Must pass criminal background check. Ideal candidates for this position have experience working with youth of diverse backgrounds, and have the ability to lead and take on group management responsibilities working with small groups. Creativity, flexibility, and dependability are a must. Interested candidates must complete an on-line application, including a complete work history, by going to employment page at <http://tacoma.k12.wa.us>.

(For Work Study Office Use Only)

**JOB NUMBER** \_\_\_\_\_ **80TPSL01**      **REIMBURSEMENT RATE: FEDERAL** \_\_\_% **STATE** **80** \_\_\_%

### Educational Benefits:

As an After School Instructor for this program, your job responsibilities would include: assisting teachers with tutoring groups, helping with homework, and leading enrichment activities – sports games, art projects, cooking activities, etc. This position offers a great opportunity to gain experience working with youth in education and recreation.