
April 4, 2022

PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following PART-TIME position:

PROMISE ACADEMIC SPECIALIST

POSITION SUMMARY

Academic Specialists in Promise South Salt Lake afterschool programs act as teachers, tutors, and mentors with youth from diverse backgrounds. Specialists provide a safe, responsible, well-supervised space for youth to complete school work, practice academic skills, and work on academic projects.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Lead and supervise groups of youth ages 5-18 in Promise South Salt Lake afterschool programs.
 - Provide academic assistance and tutoring for youth in the program.
 - Plan and lead academic activities designed to increase youth skills in literacy, math, and science.
 - Assist youth with tools and technology needed (i.e. calculators, textbooks, computers, Microsoft Suite, Google Suite, Zoom) to complete school work.
 - Address behavior needs in the afterschool program using appropriate behavior management techniques, problem solving skills, and functional understanding of youth development.
2. Assist Program Manager in reporting requirements
 - Collect accurate attendance and activity participation of youth.
 - Communicate successes and challenges regarding youth to direct supervisors.
3. Additional responsibilities
 - Arrive on time for scheduled shifts and all required staff meetings and trainings
 - Serve snacks and meals, as well as oversee meal times (may need Food Handler's Permit)
 - Maintain daily cleanliness and sanitation of all program areas.
 - Work at city-sponsored events (as conditions allow), typically held every 2 months on Friday evenings or Saturday mornings.

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Current enrollment in or completion of field of study related to education/teaching.
- Experience working with youth in an educational setting.
- People of diverse backgrounds strongly encouraged to apply.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of operation and techniques used in an out-of-school-time program setting.
2. Willingness to be certified in First Aid and CPR
3. Skill in word processing, spreadsheets, office machine usage and the operation of computers.

4. Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, and the general public.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

WAGE RANGE: \$18.00 per hour, (GRANT FUNDED)

HOURS: Approximately 8-12 hours per week, Monday-Friday

CLOSING DATE: Open Until Filled

MUST COMPLETE CITY APPLICATION

Resumes submitted without an application will not be considered.

Applications are available on our website at www.sslc.com.

CITY OF SOUTH SALT LAKE

220 EAST MORRIS AVENUE 2nd FLOOR

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN
EQUAL OPPORTUNITY EMPLOYER
THIS ORGANIZATION USES E-VERIFY