



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

N/A

CLASSIFICATION CODE/PAY GRADE:

94213/99

BARGAINING UNIT:

N/A – Externally Funded Intermittent

Academic Leader

SERIES PURPOSE: The purpose of the Academic Leader occupation is to conduct, organize, coordinate, and administer academic lessons in after school programs.

CLASS CONCEPT: The class works under general supervision and requires considerable knowledge of literacy and math content standards in order to organize and implement individual and/or group curriculum and after school programs for students. Incumbents plan, organize, conduct, and ensure implementation of after school programs and/or services in a specialty area.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Organizes, writes, implements, and conducts individual and/or group after school curriculum and programs for students; gives instruction and training to Activity Leaders during academic lessons.

Attends and participates in staff meetings, departmental meetings, training sessions, conferences, seminars, etc.

Other Functions and Responsibilities: Assists with training new hires.

Performs other duties as assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: rules, guidelines, and procedures pertaining to curriculum and after school programs; safety practices pertaining to student activities; childhood development.

Skill in: written and verbal communication.

Ability to: develop and maintain good rapport and communication with students, family members, after school program staff, and Activity Leaders; define problems, establish facts, and draw valid conclusions;

Effective 04/12/2020

write and implement lesson plans; recognize unusual or threatening conditions and take appropriate action; read short sentences with concrete vocabulary; complete routine forms.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: At least currently enrolled in an Early Childhood Education or Middle School degree program and/or completion of pre-clinical requirements; experience in teaching assistance or working with children in a structured setting.

PREFERRED QUALIFICATIONS: Completion of a Bachelor's degree program; current license from the Ohio Department of Education.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: Licensure must be renewed in accordance with the Ohio Department of Education requirements.

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

SEDENTARY: work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

UNUSUAL WORKING CONDITIONS: Schedule may vary based on the needs of the students.