

City of San José

**CLASS INSTRUCTOR (P/T)
8057**CLASS PURPOSE

Under immediate supervision, performs work of moderate difficulty in instruction of a program in a specific subject matter relating to recreation, leisure, education or personal growth.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Plan, implement and instruct a class.
- Monitor program participants.
- Provide direction to staff and volunteers.
- Attend meetings as required.
- Complete and submit reports/forms as required.
- Perform routine safety checks at facilities and watch for safety of participants and spectators.
- Coordinate activities for diverse populations (i.e. at-risk youth, persons with disabilities, seniors.) as needed.

DISTINGUISHING CHARACTERISTICS

This class is the highest level in the Class Instructor series. It differs from the next lower level of Class Aide in that incumbents of the latter class act in a support capacity to other personnel.

QUALIFICATIONSMinimum Knowledge, Skills and Abilities

- Knowledge of specific subject matter, rules, equipment, and materials.
- General record keeping of a routine nature.
- Ability to understand and follow oral and written instructions.
- Ability to work with the public.

Competency Knowledge, Skills and Abilities

- Knowledge of instructing in a class setting, which includes basic understanding of a specific subject, required equipment/materials and safety procedures.
- Knowledge of the basic principles and techniques of first aid and cardiopulmonary resuscitation (CPR).
- Knowledge of City and Department rules, policies and procedures.
- Ability to effectively manage conflict in a class setting.
- Ability to recognize and appropriately respond to a variety of conditions affecting participant safety.
- Ability to maintain collaborative relationships with staff and clients.

Education

Graduation from high school or equivalent.

Experience

Three (3) months experience in a specific subject matter.

Acceptable Substitutions

Six (6) months (2 sessions) experience as an instructor with the City of San Jose's recreational programs may be substituted for either the education or the experience.

Licenses/Certificates

Possession of a Red Cross First Aid and CPR certificate may be required.

Necessary Special Qualifications

- Must be at least eighteen (18) years old.
- Special Certificates/Licenses for specialized subject or skills may be required.
- Other special qualifications may apply.

Special Information

- All candidates will be required to be fingerprinted.