

**A STEP BEYOND POSITION AGREEMENT**  
**Teaching Artist**  
**Part Time Staff Position**

**Organizational Profile:**

A Step Beyond (ASB) is a non-profit organization located at the California Center for the Arts, Escondido. A Step Beyond is a creative after-school youth development program that works with low-income, high-risk students through dance, academics, and family services support. The purpose of ASB is to provide its participants with the necessary support to break the cycle of poverty and realize their full potential in every aspect of their lives. ASB assists children and youth to recognize the full scope of their talents, including academic, artistic, interpersonal, and leadership achievement, with the goal that all participants will graduate from high school and matriculate to a four-year college or university or other high-skill training program.

A Step Beyond opened in October, 2014 with 35 students ages 8-10, and currently serves 150 students in grades 3-7. By continuing to add one grade level class each year, ASB will reach its full capacity in approximately 6 years. In addition to rigorous modern contemporary dance training and performance opportunities, and innovative academic programs, a Licensed Clinical Social Worker is on staff to assist with family service needs. The organization is funded privately and is offered at no cost to the youths served.

**Teaching Artist Position Summary:**

This position is a dance instruction position that includes additional pay for administration support. ASB Dance Teaching Artists will be responsible for designing and implementing dance classes as well as supporting the mission of A Step Beyond by participating in staff meetings and supporting additional ASB events and opportunities when available.

Teaching artists are expected to

- Arrive no later than 10 minutes before class begins and end classes on time
- Prepare curriculum prior to instruction time and keep a record of instruction on the shared drive
- Develop with ASB Staff a pre and post assessment for student learning
- Create a safe and supportive space for expression and learning
- Develop age-appropriate curriculum using positive management techniques
- Allow time for students to reflect on their learning
- Document dance class successes and challenges for each session and share with ASB staff
- Report weekly with ASB Dance Staff any dance class concerns including lessons, learning, attendance, and facility issues
- Respond to student injuries and report to ASB Staff and parents when necessary
- Committed to on-going professional development as an arts practitioner and educator
- Be a positive role model to students, staff and fellow Teaching Artists

- Record and Report individual student concerns at Student Status Report meetings
- Fill out Incident Report, Behavior Report and Uniform Reports when necessary and turn them into Mrs. Karla Navarro
- Be flexible, this is an ever-changing space

#### ASB Administration Assistance

This position includes payment for administration support at ASB. Necessary administration duties include:

- Documenting Curriculum
- Documenting Classes (photos, videos, etc.)
- Attend Dance Staff Meetings
- Participate in Student Status Report Meetings when needed
- Support Performance opportunities
- Participate in Registrations, Auditions, Performances as your schedule allows

#### Additional Duties May Include:

- Helping create flyers for students and parents
- Uniform organization and distribution
- Helping with set-up and breakdown of classes
- Data-entry
- Helping with ASB Events
- Speaking with parents and students about schedules and expectations
- Perform other duties as assigned

**Classification:** Administrative - Exempt

**Status:** Part-time, Hourly

#### **Required Education, Skills and Licensures:**

§ Bachelor's degree in social sciences, education, recreation, humanities or related fields

§ Fluency in English (oral and written)

§ Exceptional interpersonal and communication skills

§ Proficient in MS Word, Excel, Outlook and database software

§ Ability to pass criminal background check

§ Possession of a valid California Driver's License with a clean driving record

**Position Interactions:** Internally the **(AF)** interacts with the students, parents, faculty, and all institutional directors and staff. Externally, the **(AF)** serves as a liaison to other outside organizations or individuals, on an as needed basis. The **(AF)** will report to the Executive Director.

**Compensation:** Competitive

**American With Disabilities Act Assessment:** Below are general guidelines on the position's physical, mental, and environmental working conditions.

Bend: Frequently  
Squat: Frequently  
Crawl: Frequently  
Climb: Rarely  
Kneel: Frequently  
Handle Objects: Frequently  
Push/Pull: Frequently  
Reach Above Shoulder Level: Frequently  
Sit: Frequently  
Stand: Frequently  
Walk: Frequently  
Use Fine Finger Movements: Frequently  
Carry/Lift Loads up to 25 Pounds: Occasionally  
Carry/Lift loads between 25-50 lbs: Occasionally  
Carry/Lift Loads over 50 Pounds: Occasionally  
Read/Comprehend: Frequently  
Write: Frequently  
Perform Calculations: Frequently  
Communicate Orally: Frequently  
Reason and Analyze: Frequently  
Chemical/Biological Agent: Rarely  
Construction Activities: Occasionally  
Contact with Water/Liquids: Occasionally  
Drive Motorized Equipment: Not applicable  
Confined Spaces: Occasionally  
Elevated Work Location: Occasionally  
Radioactive Materials: Not applicable  
Temperature Variations: Occasionally  
Gas System: Not applicable