



Cashion Cultural Legacy

Job Description

Academy Instructor Assistant

Title: Instructor Assistant (for Los Lupeños Academy)

Type: part-time permanent (mostly evening)

Schedule: up to 8 hours per week (approximately to 40-42 weeks per year)

Location: San José, California (at least 90% of work will take place at the Mexican Heritage Plaza)

Job Summary

Education is the third pillar in the Cashion Cultural Legacy (CCL) mission statement: To sustain the preservation, presentation, and education of Mexican folk culture through dance.

The Instructor Assistant (IA) assists with weekly classes of 45 to 75 minutes long (depending on age and level) in four 10-week sessions. Our evening schedule of classes begins at approximately 5:15 pm and runs until 9:30 pm with classes for younger students in the earlier part of the evening. The IA is supervised by and works closely with our Academy Administrator who will establish each session's assignment to an Instructor or to a set of classes. Our Academy guidelines emphasize elements that are complementary to dance which are important for our students to learn, such as regional history, styling, geography, culture, and more. These elements are introduced at different levels depending on the age of the students.

Principal Duties and Expectations

- Support lesson plans based on Academy and Instructor protocols and guidelines.
- Ensure students follow safety and classroom etiquette rules.
- Participate in staff meetings.
- Attend and assist in Academy Recitals at the end of each session.
- Set up the studio for Academy use.
- Ensure Academy material is cleaned and put away after use.
- Properly record student attendance working with Academy assistants or administrators.
- Assist instructors with warm ups or small group sessions as needed.
- Observe students at all times while in the studio.
- Assist students securing shoes and skirts as needed.
- Conduct class on an urgent basis when the instructor is not available.
- Assist the Academy Assistant with other duties to ensure that Academy classes run smoothly.
- Report any student safety concerns to the Academy Assistant or Administrator.
- Ensure instructors start/end class on time.
- Assist in finding parents/guardians to accompany younger students to the restroom.
- Communicate with students, parents, and staff in a professional and respectful manner.

Qualifications

- Strong interest in folklórico dance and dance education
- 5 years of folklórico dance (and performance) experience
- Worked well with students (children & adults)
- Dance teaching or directing experience
- Bilingual English/Spanish verbal skills
- Self-motivated, confident, attention to detail, and punctual

Interested?

If you think you are a good fit, please tell us why in a cover letter which you'll send along with a brief resume to jobs@cashionculturallegacy.org