

AFTER SCHOOL PROGRAM ASSISTANT

DESCRIPTION

The After School Program Assistant will provide homework assistance, fun learning activities that are curriculum driven and enrichment activities such as sports, games, arts, music, crafts, drama and dance for students in the After School Program

MINIMUM QUALIFICATIONS DESIRED:

- Children's Center Instructional permit

Or

- A combination of qualifying experience and education.

And

- No Child Left Behind Certification for Instructional Assistance
- A current CPR and First Aid Certification
- Knowledge of:

Principles of human growth and development, effective tutoring strategies and age appropriate arts and crafts, games and sports; recordkeeping techniques, child nutrition, health and safety.

- Ability to:

Supervise and direct children, be sensitive and mature, provide leadership and stability to the program and staff. Serve as a good role model. Establish and maintain good working relationships with staff, parents and students. Effectively use positive guidance techniques to correct student behavior. Maintain confidentiality. Communicate effectively through spoken and written word. Organize work efficiently and meet deadlines

DUTIES

- Conduct daily after school activities with enrolled children.
- Tutor students and provide homework assistance.
- Supervise children on playground and classrooms
- Treat children with dignity and respect, while helping to build self-esteem and confidence through one-on-one interaction.
- Keep a record of unacceptable behavior and verbalization
- Be available to meet with parents to discuss their children.
- Be responsible for the safety of the children enrolled.
- Complete attendance and snack records as required.
- Be able to work independently while maintaining the teamwork needed to allow the consistency of program content and integrity.
- Assist in the orderly arrangement, appearance, and cleanliness of the room.
- Provide feedback to the Program Leader and Program Manager

The above statements are intended to describe the general nature of work being performed. Individual assignments vary depending upon district and project goals, grade levels, and teaching methods. They are not intended to be an exhaustive list of all duties and responsibilities.

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WORKING CONDITIONS

- Weather: Exposure to hot, cold, wet, snowy, humid or windy conditions
- Heat: Exposure to non-weather hot temperatures
- Noise: Exposure to constant or intermittent sounds of a pitch and level sufficient to cause marked distraction. Rating 3-4
- Atmospheric Conditions: Exposure to conditions, such as chemical fumes, noxious odors, dust, mist, gases, poor ventilation that affect the respiratory system, the eyes, or the skin
- Hazards: moving equipment, electrical shock if audio/visual equipment is used, high, exposed places, radiant energy, explosives (such as gasoline), cleaning solvents

| PHYSICAL ACTIVITIES REQUIRED | | | | | | | | | | |
|------------------------------|---------|---------|---------|----------|----------|----------|---------|----------|----------|----------|
| Standing | Sitting | Walking | Bending | Stooping | Climbing | Kneeling | Pushing | Twisting | Reaching | Crawling |
| D/F | D/F | D/F | D/F | D/F | D/O | D/F | D/F | D/F | D/F | W/F |

| LIFTING | | | | | |
|----------|----------------|--------------------------|-------------------------|-------------------------|--------------------------------------|
| | Size of Object | To and From Ground Level | To and From Waist Level | To and From Chest Level | To and From Shoulder Level and Above |
| #0-10 | | D/F | D/O | W/O | W/O |
| #11-20 | | D/F | D/F | W/O | W/O |
| #21-50 | | D/O | D/O | W/O | W/O |
| #51-100 | | W/O | W/O | O/R | O/N |
| #100-125 | | O/R | O/R | O/R | O/R |

| CARRYING | | | | |
|----------|------------------|-------------------|-----------------|---------------|
| | Distance Carried | Frequency Carried | Method | Height Object |
| #0-10 | 200' | D/F | Hand held | Waist level |
| #11-20 | 200' | D/F | Hand held | Waist level |
| #21-50 | 100' | D/F | Hand held | Waist level |
| #50-100 | 200' | W/O | Cart | - |
| #100-125 | 4' | O/R | On and off cart | - |

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(Continued)

Key:

| Frequency | | Percentage of Frequency | |
|-----------|--------------|-------------------------|----------------------|
| D | Daily | N | Not performed at all |
| W | Once a week | R | Rarely |
| M | Once a month | O | Occasionally |
| O | Other | F | Frequently |
| | | C | Continuously |

Salary Range:

Range C on the Classified Salary Schedule

Employment Period:

Approximately 180 days per year, based on the school calendar

Board Approved: August 2, 2006