

JAMESTOWN SCHOOL DISTRICT

After School Program Assistant

Position #A-J-3

The After-School Program Assistant assists in the instruction and supervision of individuals and groups of students. This involves assisting with academic studies, reviewing student work, supporting classroom instruction and supervising during indoor and outdoor activities.

MINIMUM QUALIFICATIONS

The After-School Program Assistant position requires the ability to:

- 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.
- Perform a variety of clerical duties such as filing, sorting, duplicating, maintaining data & records
- Treat students, parents and staff courteously and tactfully
- Develop and maintain effective and cooperative working relationships
- Work confidentially
- Comply with schedules and meet deadlines

After School Program Assistant must also:

- Possess a current negative TB test
- Possess a certificate: Cooperative Organization for the Development of Employee Selection Procedures-(CODESP or NCLB) or 45 college units
- Pass required background checks and clearance

Salary per 2022-2023 Classified Salary Schedule Range D
\$15.99- \$19.01 per hour

*Work year will follow School District calendar
Monday - Friday 1:30pm – 5:18pm*

* Schedule may be altered to assist the needs and demands as they relate to COVID-19, and on early release/minimum/conference days.

If interested please submit application via www.edjoin.org:

Questions please contact:

Kimberly Rown, Director of Business Service
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Open Until Filled

Equal Opportunity Employer

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