

## 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.

**Essential Job Functions**

(Constantly = Over 2/3 time, Frequently = 1/3-2/3 time, Occasionally = Under 1/3 time, Seldom = Under 7% time)

**PHYSICAL**

- **Standing/Walking:** Frequently; throughout workshift while performing classroom duties, P.E. classes, recess supervision, field trips.
- **Sitting:** Occasionally; while performing classroom duties.
- **Lift/Carry:** Frequently, 1-25 pounds; classroom instructional materials, books, binders, paperwork. For heavier lifting, assistance is available.
- **Bending/Twisting:** Occasionally; at knees/waist/neck while throughout day.
- **Push/Pull:** Occasionally, exerting a force of 5-20 pounds; while moving supplies.
- **Climbing/Balancing:** Rarely; may use step stool.
- **Kneeling/Crouching/Crawling:** Occasionally; may be required while assisting student in physical activities or may occur while restraining student's disruptive behavior.
- **Hands/Arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/Hearing/Speech:** Constantly; to provide instructional assistance to student. Assignment may require hand/eye coordination, depth perception and peripheral vision depending on assignment.

**MENTAL**

- **Must possess necessary communication skills, written and oral to complete assignments.**
- **Must be able to read, write speak English. Possess interpersonal skills to work well with various types of students.**
- **Must be able to work independently with assigned student and exercise creative problem solving ability.**
- **Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students.**

**Work Conditions**

- **Location:** Work is performed 80% within the school classroom setting. 20% is an outdoor educational setting such as physical education, recess, walking, field trips.
- **Hazards:** May include slippery surfaces.
- **Equipment Used:** General office equipment, computer, 10-key, copier, sports equipment, outside equipment.
- **Safety Equipment:** None required.

Salary Range: Salary and Range as identified on the most current Classified Salary Schedule

Employment Period: Approximately 180 days per year, based on the school calendar

Approved by Jamestown School District Board of Trustees August 10, 2022