

Lead After-School Program Assistant

Purpose Statement

The job of Lead After-School Program Assistant is done for the purpose/s of assisting in the supervision and instruction of school children, providing age-appropriate activities, and assisting students with homework as may be required.

Essential Functions:

- Acts as the Student Services Coordinator Designee in the absence of the Student Services Coordinator.
- Lead responsibilities include but are not limited to:
 - Point of contact for parents, both in-person and over the phone.
 - Knowledgeable of attendance and behavioral tracking systems.
 - Assists in planning activities for students.
 - Leads groups of students in more challenging activities.
- Cleans work areas (e.g. classroom, storage, work tables, etc.) for the purpose of maintaining an orderly environment.
- Coordinates program activities (e.g. games, art, music, homework, etc.) for the purpose of addressing the individual and/or group needs of children.
- Evaluates situations (e.g. disciplinary problems, hazardous conditions, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Facilitates the development of After-School Programs (e.g. materials, activities, events, etc.) for the purpose of ensuring quality programs and resources.
- Interacts with children in various activities (e.g. snack time, group or individual play, Homework Place, etc.) for the purpose of providing a safe and positive learning environment.
- Maintains various records and files (e.g. enrollment, daily sign in/out log, invoices, receipts, etc.) for the purpose of communicating information, meeting operational requirements, and ensuring accurate documentation as required.
- Participates in various meetings (e.g. staff development, staff meetings, etc.) for the purpose of sharing information and/or improving one's skill/knowledge.
- Performs record keeping and clerical functions (e.g. attendance, statistical and operational reports, library materials, scheduling, copying, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials.
- Sets up after-school center (e.g. opens/closes center, games, art projects, etc.) for the purpose of providing for adequate preparation for activities.

Other Functions:

- Administers first aid to children as may be required for the purpose of meeting immediate health care needs.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in an after school program; administering first aid; adhering to safety practices.

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals; write documents following prescribed formats and/or present information before groups; and understand complex multiple step instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities; stages/needs of child development; safety practices and procedures.

ABILITY is required to schedule a significant number of activities; often gathers, collates, and/or classifies data; and coordinates a number of factors in the use of equipment. Flexibility is required to work with others under a wide variety of circumstances; analyzes data utilizing defined and similar processes; and operates equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; works with data of varied types and/or purposes; and utilizes a variety of job related equipment. In working with others, problem solving is required to analyze issues, create plans of action, and reach solutions; with data it is moderate; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; meeting and working tactfully with students, staff, and parents.

Responsibility

Responsibilities include: working under limited supervision; leading, guiding, and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is an opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under minimal temperature variations, some hazardous conditions (e. g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.), and in a clean atmosphere.

Experience: Job Related Experience with increasing levels of responsibility is required.

Education: High School Diploma or Equivalent

Certificates and Clearances:

Valid CA Driver's License
Must pass Criminal Justice/ fingerprint clearance
Paraprofessional Certificate

FLSA Status: Non-exempt

Salary Grade: White Collar Range 7

Continuing Education/Training:

As Needed
*CPI Training Certificate
*CPR/First Aid Certificate

* To be completed within the first six months or 130 days of employment.