



PALOMINAS SCHOOL DISTRICT #49

Position Description

JOB TITLE:	Before and After Care Assistant
DEPARTMENT:	School Site
REPORTS TO:	Before and After Care Specialist
FLSA STATUS:	Non-Exempt
SUPERVISORY DUTIES:	None
APPROVED ON:	12/06/11

SUMMARY: Assists in the supervision of students in the Before and After School Program by planning activities, assisting with homework, maintaining appropriate behavior and ensuring safety.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Supervises students and activities at all times.
- Assists students completing homework.
- Monitors drop off and sign-out of students.
- Maintains understanding of school rules and regulations.
- Maintains confidentiality; at no time advises or discusses with anyone the status of a child without prior consent or knowledge by the principal.
- Practices ethical self-conduct at all times.
- Models good manners and sets a good example for the children.
- Maintains understanding of playground rules and regulations.
- Enforces rules and regulations on playground firmly and fairly.
- Maintains awareness of children's health, safety and general welfare.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively verbally and in writing.
- Ability to interact with children in a positive manner.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Ability to cope with job stress while exhibiting patience and tact when dealing with others.
- Perform all duties in accordance with Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School Diploma or G.E.D.
- Previous experience working with school-age children preferred.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

WORK ENVIRONMENT:

School environment. This position regularly works indoors and outdoors in all weather conditions. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with students, employees and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.