



JOB DESCRIPTION

DESCRIPTOR	RESPONSE	DESCRIPTOR	RESPONSE
POSITION TITLE	Instructional After School Aide	POSITION CODE	117
CLASSIFICATION LEVEL		EEO – 6 CATEGORY	25-9099
PAY GRADE LEVEL	G 5	PROVISIONAL PERIOD	3-Months
FLSA STATUS	Non-Exempt	ASSIGNMENT CATEGORY	Part-Time
DIVISION/DEPARTMENT	Child Development & Family Services	LOCATION	Polk and St Lucie County

SUMMARY:

The Instructional After School Aide reports to the School Instructor and assists in providing services to school age students grades Kindergarten to Middle School and is responsible for carrying out the afterschool program activities to include program planning, supervision and tutoring of an assigned group of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following:

- Works closely with the Instructor After School in interacting appropriately with students during the program operations to include planned and unplanned activities, snack times, field trips and transition in a warm, accepting and nurturing way.
- Assist with the responsibilities for recognizing each student's needs and developmental level and provide consistent and positive limits, expectations and guidance techniques.
- Responsible for treating each student with respect, dignity and care and supportive of cultural differences and different family structures.
- Responsible for observing/supervising all students and maintaining discipline within the group.
- Assist the After School Instructor in promoting health and safety of the students at all times during indoor and outdoor activities.
- Assist in organizing outdoor activities and challenges that promote physical activity among students.
- Responsible for maintaining outdoor equipment.
- Assist with the responsibilities of communicating with parents on a regular basis through conversation, parent/teacher conferences, etc., for the purpose of maintain a positive parent engagement that supports the relationship between home and program.
- Responsible for ensuring that students are released to authorized person.



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ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Familiarizes self with students, their names, public school, etc.
- Assists the Instructor After School in the maintenance of the first aid kit.
- Assist in maintaining accurate daily attendance records, and communicate with parents as needed to promote the importance of daily school attendance.
- Attends required trainings, meetings and conferences to keep abreast of educational trends and enhance knowledge.
- Reports suspected child abuse and neglect situations.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Volunteers

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

Ability to communicate successfully.

Basic addition and multiplication.

EDUCATION AND/OR EXPERIENCE:

High school diploma or GED with related experience or FCCPC with related experience.

REASONING ABILITY:

Ability to draw reasonable conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Florida Driver's License



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OTHER SKILLS and ABILITIES:

Must have own means of transportation.

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 this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; stoop; kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to extreme heat.

The noise level in the work environment is usually moderate.

APPROVED BY: (Name/Title)	Deloris Johnson, Chief Executive Officer
DATE APPROVED:	July 1, 2017
DATE REVIEWED/REVISED:	July 1, 2017

CONFIRMATION OF RECEIPT:

Signature _____

Date _____