

## **Job Description**

**Position:** After School Assistant

**Reports to:** Legacy School Administration

**Position Description:** The After School Assistant is responsible for supporting the school's atmosphere where students have the opportunity to fulfill their potential in their cognitive, emotional, physical, and language growth. This person is responsible for following the afterschool program in accordance with Legacy School standards.

### **Primary Responsibilities:**

- Implements activities that contribute to a climate where students are actively engaged in meaningful experiences.
- Maintains effective and efficient record keeping procedures.
- Provides a positive environment in which students are encouraged to be actively engaged in the activities.
- Collaborates with other after school aides to enhance the environment.
- Models professional and ethical standards when dealing with students, parents, peers, and community.
- Establishes and maintains cooperative working relationships with students, parents, and other staff.
- Assumes responsibility for meeting his/her in-service hours.
- Participates in staff training, in-services, and meetings, as well as school family events throughout the school year.
- Manages student behavior
- Obtain and maintain CPR/First Aid
- Reports concerns/issues to administration in a timely manner
- Completes closing classroom duties each evening prior to the end of work shift.
- Performs other duties and responsibilities as assigned by Legacy School Administration. All work responsibilities are subject to having performance goals established as part of the annual staff evaluation process.

### **Education, Certifications, and Work-Related Experience:**

Experience working with young children valued

### **Technical Competencies and Skills:**

- Possesses strong oral and written communication skills
- Works independently with little direct supervision
- Works as part of a team
- Accepts responsibility and is self-motivated
- Demonstrates strong work ethic
- Displays effective multi-tasking and time management skills

### **Working Conditions:**

- **Physical Ability:** Tasks may involve extended periods of time standing and/or walking, sitting on the floor, and light lifting.
- **Sensory Requirements:** Some tasks require visual perception and discrimination.
- Some tasks require oral communications ability.