

Normal Schedule: M, T, TH & F 2:30pm-6:15pm W 1pm-6:15pm

Reports to: Student Activity Director

JOB SUMMARY: Under general supervision, assist with daily functions of after school enrichment programs. To perform a variety of clerical and supportive tasks in support of the After School Programs and to perform related work as required.

DUTIES AND ESSENTIAL JOB FUNCTIONS

Include the following. Other duties may be assigned:

1. Assist parents and students at important transitional times.
2. Assists in Monitoring of Sycamore Street Entrance.
3. Greets and directs all visitors.
4. Ensures completion of paperwork like teacher attendance and parent sign-in sheets.
5. Maintains and files all important program documents like early release forms, late pick up forms, withdraw forms, teacher referrals, snack tracker etc.
6. Operates a variety of instructional media, office machines and equipment.
7. Manages incoming calls and performs general administrative duties
8. Handles all students injuries and communicates with parents regarding student illnesses
9. Performs a variety of regular clerical duties, such as filing, typing, word processing, or duplicating materials.
10. Performs program opening and closing procedures as well as assists in programs overall maintenance.

REQUIRED QUALIFICATIONS:

Required knowledge, skills & abilities

1. First Aid and CPR.
2. TB Clearance
3. General concepts of child growth and development and child behavior characteristics.
4. Instructional and behavioral strategies used in controlling and motivating students.
5. Routine record keeping.
6. Specific subject and content as required in job assignment.
7. Procedures to maintain specific performance records.
8. Technology, multimedia, and software applications desirable- Excel, Word, PowerSchool
9. Good oral communication in English and Spanish.
10. Ability to read and comprehend simple instructions and memos.
11. Ability to sit, stand, climb stairs, lifting up to 25 lbs, bend, pull, push, carry, walk and operate equipment
12. High school diploma or GED with courses in general office procedure or an acceptable combination of education and experience.

SALARY RANGE: \$10.00-\$15.00 hourly, Based on experience

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received and read my Job Description. I further understand that my job or position may change at any time with or without an updated job description and additional instructions from my supervisor/manager may substitute for an updated description. I further acknowledge that questions about my job, job description or job performance should be directed to my supervisor/manager or the Human Resource Department.

Employee Name (Please Print)

Employee Signature

Date

Supervisor Name (Please Print)

Supervisor Signature

Date