



ALIEF INDEPENDENT SCHOOL DISTRICT After School Program Assistant



General Description

Under direction of the After School Program Site Leader and After School Program Coordinator. Responsible for assisting with program educational, recreational and/or enrichment activities and assisting site leader with other program needs, as necessary. Provides safety and security while engaging students in developmentally appropriate activities.

Qualifications

- Enrolled in an institution of higher education, AISD para-professional, certified teacher, degreed professional or temporary/part-time staff.
- Preferred experience working with school-age children.
- Willingness to learn.
- Ability to perform multiple duties simultaneously.
- Ability to be the “friendly face” and present a positive image of the After School Program.

Responsibilities

- Monitors student safety and security.
- Assists with student arrival, summer school transition, and program dismissal.
- Assists students with homework.
- Maintains open communications with parents, school administration and staff.
- Communicates program expectations and rules clearly, effectively and in a positive manner with students.
- Knowledgeable about program policy and procedures.
- Implements positive behavior management techniques with students.
- Actively participates in activities with students; not just supervising or observing.
- Establishes a positive, supportive and working relationship with supervisor(s) and teammates.
- Participates in training to improve effectiveness with students and improve program quality.
- Demonstrates responsible control over assigned program resources.
- Monitors After School Program facility maintenance and cleanliness.
- Must be on time to assigned program site and find approved substitute for absences.
- Maintains accurate daily student attendance.
- Must have, or be able to obtain, CPR and First Aid Certification before first day of position.
- Must be exempt from or obtain 8 hours of pre-service training within established deadlines.
- Must obtain 15 hours of training in specific child development areas within established deadlines.
- Must be able to lift 30 to 35 pounds.
- Performs other duties as assigned. Occasional evening activities.



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Terms of Employment

- Salary: \$13.00/hour
- Position will be approximately 2-15 hours per week
- Position is filled only after required student enrollment is met
- Required staff training – dates provided upon hiring

I understand that I am making a commitment to the Alief ISD After School Program and its students. If I am unable to fulfill my commitment of employment with the After School Program for the position I've been hired, my campus administrators will be notified and documentation will be placed in my permanent professional file. I also understand that all property checked out for use and supplies purchased, are the property of the Alief ISD After School Program and should only be used for services provided within the program. I understand that all resources must be checked in at the close of the camp according to program guidelines. If resources are not checked in or items are missing, I understand that I will be held financially responsible for replacing the items.

Printed Name: _____

Signature: _____ Date: _____