



After School Director Job Description

Job Title: After School Program Aide Staff
Reports to: After School Program Site Director

POSITION SUMMARY

Under the direction of the After-School Site Director, the Aide is responsible for activities, games, crafts, and homework for students in the program while meeting the goals and mission of the program. The Aide is responsible for planning, organizing and leading daily activities.

PRIMARY RESPONSIBILITIES

Program Development:

- Provide students with the appropriate leadership during the program
- Develop and plan activities that incorporate program goals into the daily routine
- Provide a warm and caring atmosphere for students
- Maintain open communication between the After-School Program staff and school personnel
- Prepare activities that are developmentally appropriate for the age of the children
- Communicate with the teachers and parents through daily drop-off and pick-up
- Maintain a safe environment for students
- Submit all written correspondence to the Site Director for approval prior to distribution
- Attend staff and training meetings
- Maintain a positive attitude toward after-school program staff, school administrators, teachers, parents, and students
- Report any problems which arise with students, other staff, or the school to the Site Director
- Responsible for all activity and room preparations for the program
- Keep the room neat and orderly
- Follow and enforce all safety policies
- Assist with enrollment check - in/out
- Proactive response to any issues and concerns
- Make recommendations to the Site Director for improvement on equipment, supplies, facility and program needs
- Set up and move furniture
- Clean up room after program is finished
- Be flexible and adaptable to new situations
- Other duties as assigned

MINIMUM REQUIREMENTS

- Associates Degree - 2 years of college credit (minimum of approved 60 semester hours or 90 quarter hours)
- First Aid and CPR certification
- Support the school's mission, philosophies and goals
- Experience working in a school that utilizes a dual-language immersion model preferred
- Ability to demonstrate effective communication, professional standards and ethical behavior
- Must pass a criminal background check and fingerprinting

SKILLS AND ABILITIES REQUIRED

- Knowledge of developmental needs of school age children
- Demonstrate a genuine interest in the student population and its needs
- Positive, inclusive, and welcoming attitude

WORK ENVIRONMENT

This position requires a person who can work with many distractions, interruptions and still accomplish their objectives and meet established deadlines. Occasional lifting of materials. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role.

Position Type: Hourly / Non-exempt

Positions Available: 1

Hourly Rate: \$18.94 - \$28.10

To Apply: Interested candidates should send (1) a cover letter summarizing skills, experience, and interest; (2) resume; and (3) the names, addresses, email addresses, and telephone numbers of at least three professional references to employment@internationalcharteracademy.org. Applications without these requirements will be considered incomplete.