

**JOB DESCRIPTION**  
**Part Time Early Childhood After School Assistant**

**SUMMARY:**

This position's responsibilities are to help supervise a safe and engaging after school program for Early Childhood students, aged 3-6.

**HOURS:**

3:00 p.m. – 6:00 p.m.  
 Other periods to be assigned during school year camps

**CALENDAR:**

Part time school year position;  
 Monday – Friday

**COMPENSATION:**

Hourly

**DEPARTMENT/LEVEL**

Auxiliary Programs – Early Childhood

**REPORTS TO**

Early Childhood Program Director

**DATE:**

Beginning January 2, 2012

**DUTIES**

- Oversee safety and well being of students
- Assist in preparation of interesting and relaxing after school activities
- Supervise playground time
- Preparation and serving of snack
- Take roll and perform accurate recordkeeping
- Help students in cleaning and care of environment and equipment
- General cleaning of school common areas including kitchen, laundry and bathrooms

**EDUCATION/CERTIFICATION REQUIREMENTS:**

- Must be 18 years or older
- Classes in or certification in child development preferable
- Current CPR, First Aid and HIV/Blood borne Pathogens certifications or willingness to get training promptly.

**SKILLS AND EXPERIENCE REQUIREMENTS:**

- Lift, move, or hold children with a range of weight from 10 to 40 pounds, frequently. (Occasionally, lift, move, or hold weight more than 40 pounds)
- Demonstrate full range of motion to lift, reach, squat, climb, sit and otherwise fully participate in activities
- Previous experience in childcare
- Knowledgeable enough to perform procedures independently with limited supervision
- Responsible, organized, and attentive to details

**KEY PERFORMANCE CHARACTERISTICS:**

- Maintain confidentiality
- Work with children in a warm, patient, calm and confident manner
- Be flexible, caring, enthusiastic and friendly
- Understand and execute verbal and written instruction, policies and procedures and implement them with a degree of independence
- Achieve and maintain positive relationships with students, staff and parents
- Use tact, courtesy and good judgment
- Model and monitor appropriate student behaviors and communication skills
- Demonstrate effective written and oral communication skills
- Maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements

**OFFICE AND SOFTWARE SKILLS:**

Use of email, Word and internet proficient