

## AFTER SCHOOL ASSISTANT PROGRAM LEADER

### JOB DESCRIPTION

#### General Description

The after school assistant program leader shall help students with homework, supervise outside/inside activities, maintain a clean and safe environment for the children.

#### Qualifications

1. An assistant program leader shall meet all of the following qualifications:
  - a. Be one who has received Jesus Christ as Savior and Lord.
  - b. Be a member in good standing of an evangelical church and demonstrate a good testimony in the community.
  - c. Be at least 18 years of age and shall always be under the direction of a program leader.
2. An assistant program leader shall always be under the direction of a program leader.
3. A program leader shall meet all of the following Department of Human Services (DHS) requirements:
  - a. Attend an orientation training provided by DTCA.
  - b. Obtain Criminal clearance and fingerprinting through the Department of Human Services.
  - c. Submit evidence of a satisfactory physical examination and TB clearance.
  - d. Provide a current certificate in first aid and child/adult CPR

#### Physical Requirements

1. Health Standards for Staff
  - a. The results of employment physical examinations of each person employed in the facility and each volunteer who serves ten or more hours per week shall be on file at the facility;
  - b. Written evidence that each staff or volunteer is free from communicable tuberculosis as a result of a negative tuberculin skin test or a satisfactory chest x-ray taken within twelve months before beginning child care shall be on file at the facility.
  - c. Each caregiver with an identified health problem shall provide the facility with a written statement from a physician that the caregiver is able to care for school age children.
2. An assistant program leader must be able to do custodial cleaning (i.e. sweeping, mopping when needed, moving children's chairs and desks).
3. An assistant program leader must be able to lift and carry at least 35 lbs.

#### Responsibilities

An assistant program leader shall:

1. Arrive a few minutes before After School Program begins.

2. Assist the program leader in Supervising outside and inside play and other activities to ensure safety and well-being at all times.
3. Interact with the children when students are present, attention must be focused on them not on other adults or activities.
4. Oversee homework and snack time.
5. Treat all children with dignity and respect.
6. Keep a clean and safe environment.
7. Make sure the room is left clean and ready for the next school day.
8. Make sure all outside balls and equipment are returned to the proper place.
9. Report to the program leader any problem that may occur with the children.

**Responsible to:**

The assistant program leader is responsible to the program leader, the after school director, and the school principal.

**Hours**

Generally 2:15 to 4:00 p.m. or until the student count is below 21. Days are Monday through Friday according to the school calendar. There is no After School Program on early dismissal days.

**Salary**

Salary is commensurate with experience. Payroll is processed the 15th and 30th of each month. Employees are required to use the Time Clock located in the kindergarten classroom.