

AFTER-SCHOOL SPECIALIST POSITION DESCRIPTION

Reports to: After-School Coordinator. Part time, (20-25 hours per week).
Responsible for helping plan and implement activities designed to promote social, physical, and intellectual growth for children and youth participating in the After-School Enrichment & Youth Development Program.

I. EDUCATIONAL & EXPERIENCE REQUIREMENTS:

- A. Is at least 18 years old (21 years old if responsible for driving).
- B. Holds a high school diploma or equivalent and is appropriately qualified for the assigned age group through education, training, experience, and/or personal qualities according to Project Vida State licensing requirements.
- C. Holds a Child Development Associate's Certification (CDA), 48 of college credit with at least 12 hours of Child Development courses, or at least 24 hours of college credit (preferably education courses) and one year's experience working with school-age children.
- D. Meet State qualifications for classroom Teaching Aid position.
- E. Displays knowledge and understanding of all current State and local regulations.

II. POSITION REQUIREMENTS:

- A. Prepares materials and environment daily to implement curriculum.
Designs activities that stimulate interest of participants and encourage independence, curiosity, and motivation.
- B. Provides supportive environment for participants, and provides behavior guidance and appropriate consequences when disruptive behavior occurs.
- C. Participates with children in interactive activities, not observation activities.
- D. Assures that assigned area is constantly supervised or covered.
- E. Maintains and cleans designated areas. Keeps furniture, tables, and floor clean, sanitary, and ready to use.

III. ADDITIONAL RESPONSIBILITIES:

- A. Maintains game shelves in orderly condition.
- B. Organizes craft area including shelves. Keeps equipment and area clean.
- C. Keeps furniture and tables clean. Makes sure craft items are easily accessible and ready for use.
- D. Takes attendance daily; fills out service unit forms and turns them in to the office at the end of the month. Provides other reports as needed such as review of report cards, list of needy children, etc.
- E. Returns snack containers to the kitchen every afternoon.
- F. Puts away all outdoor equipment at the end of the day.

IV. PROGRAM IMPLEMENTATION

- A. Understands the After school and Enrichment Program and uses materials appropriately.
- B. Prepares and follows curriculum and activities.
- C. Helps Supervisor in the planning and implementation of “All Stars” curriculum.
- D. Uses English language more often than any other language during the day.
- E. Maintains areas in safe, clean, attractive condition and ready for participants.

V. PERSONAL CHARACTERISTICS:

- A. Meets requirement for driving responsibilities.
- B. Displays respect for participants and adults (parents, supervisors, and co-workers).
- C. Adapts to changing situations, accepts constructive feedback, and implements appropriate actions.
- D. Is flexible in responding to daily demands of the program, including scheduled working hours and weekends.
- E. Asks for help and assistance when needed.
- F. Works in harmony with other staff members and shows enthusiasm toward the job. Handles routine situations with good judgment, flexibility, and good humor.
- G. Is able to maintain a relationship of “Teacher” with participants at all ages (as opposed to “buddy”).
- H. Speaks English well enough to use in most of the time and for participants to pattern their own language on correct grammar and accent.

AFTER SCHOOL YOUTH PROGRAMS ACTIVITIES

1, Every month the After-School Program has a full curriculum including games and activities, which gives options to offer participants. If participants do not wish to join in a certain activity, they can pass to the next one. Curriculum must be documented for the appropriate day and what was done in its place if needed. Staff collaborates as a group to prepare the monthly curriculum and supply list.

2, Materials, equipment, and activities will be set up before participants arrive, at least 15 minutes ahead of time. Art projects may be displayed at the Center or sent home with participants. Participants should help clean up as long as it is deemed safe.

3. Our intent is to stimulate the curiosity and interest of participants, so activities offered should be varied. They should encourage children to use different kinds of materials and variety of skills and talents.

4. Specialists gather and prepare sufficient supplies and equipment in advance for each day’s planned activities.

5. Specialists re-arrange tables, chairs, and equipment for various activities. Physical demand is 10-60 lbs.

6. Specialists supervise evening and weekend field trips as scheduled.

7. Specialists maintain a valid driver’s license and liability insurance.

Signature _____

Date _____

To apply, send resume and cover letter as an attachment via email to: g.marmolejo@pvida.net