

JOB DESCRIPTION

Job Title: Extended Day Program Worker

Salary: Hourly Rate Determined by Experience and/or Certification

Terms of

Employment: After School Hours Only; Start and End Dates Set by Local School

Reports to: Extended Day Program Coordinator and School Principal

Certification / Qualifications

- Desire to Work with Children
- Basic Understanding of Health and Safety for Children
- Prompt and Committed to Working in the Program

This position will not be used for school-based discipline or other general administrative responsibilities. The Person in this position will be assigned school-related extra duties on the same basis as those duties assigned to all other staff members.

To provide continuous supervision and interaction with children, this person will plan and participate in activities for small groups on a daily basis.

Responsibilities

- Arrive promptly and remain for the specified time
- Supervise children constantly, never leaving them unattended
- Assist in homework supervision
- Implement planned activities as determined by the coordinator
- Provide assistance in distributing snacks, supplies, etc.
- Refer serious discipline problems to the site coordinator
- Assist with providing all daily services and reports
- Attend all staff meetings and training sessions.
- Complete clerical tasks assigned by coordinator

