

**POSITION TITLE:** Extended Day Assistant Teacher

**REPORTS TO:** Extended Day Site Coordinator

**PRIMARY FUNCTION:** The Assistant Teacher is responsible for assisting in the day-to-day implementation of the Extended Day Program at their building.

**MAJOR RESPONSIBILITIES:**

1. Member of Site Staff Team
2. Communication with Families
3. Student Interactions
4. Curriculum & Activities
5. Site Environment
6. Regulatory Compliance
7. Other Duties as Assigned

**ILLUSTRATION OF KEY DUTIES:**

1. Member of Site Staff Team
  - 1.1. Works collaboratively with the team to provide high-quality before and after school care to elementary school students, placing emphasis on child safety and enjoyment of the program.
  - 1.2. Acts with the utmost professionalism, showing respect to students, families, staff, and the school community. Maintains confidentiality of student, staff, and program information at all times.
  - 1.3. Ensures escalated issues are brought to the attention of the Site Coordinator promptly.
  - 1.4. Assists in handling on-site emergencies regarding health and safety.
  - 1.5. Participates in bi-weekly site team meetings as well as professional development opportunities offered.
2. Communication with Families
  - 2.1. Establishes and maintains positive relationships with families.
  - 2.2. Refers family questions and concerns to the Site Coordinator.
3. Student Interactions
  - 3.1. Serves as an in-ratio educator and is actively engaged with students during program hours. Establishes strong relationships with children at the site.
  - 3.2. Manages student behavior in an appropriate, positive, and consistent manner. Shows patience, compassion, and understanding to children.
  - 3.3. Works to build a current knowledge of school-age child development as well as developmental differences.
  - 3.4. Promotes socio-emotional learning for students by providing support and guidance during interpersonal interactions.
  - 3.5. Recognizes problems which may interfere with student well-being and implements appropriate solutions.
  - 3.6. Uses effective methods to manage both large and small groups of students.

- 3.7. Supervises children throughout the afternoon, ensuring their safety. Enforces rules and program policies.
- 4. Curriculum & Activities
  - 4.1. Partners with Site Coordinator and Assistant Site Coordinator to develop and implement high-quality, diverse, age-appropriate, and enriching activities for students.
  - 4.2. Assists with snack preparation, service, and clean up.
- 5. Site Environment
  - 5.1. Maintains a safe and inviting site environment. Proactively assumes responsibility for classroom materials and equipment, ensuring they are clean and stored properly.
  - 5.2. Behaves in a manner that promotes a healthy and productive work environment for all staff.
- 6. Regulatory Compliance
  - 6.1. Responsible for ensuring accurate attendance and updating attendance as children arrive and depart from the program.
  - 6.2. Knows the number of children present in the group they are supervising at all times as well as any information relevant to their health and safety.
  - 6.3. Follows program and district policies and procedures and acts to ensure compliance.
  - 6.4. Completes all required training and ensures all necessary certifications and licenses are valid and current.
- 7. Other Duties as Assigned
  - 7.1. Performs all other reasonable duties as assigned by Supervisor.