AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**GF PART TIME PRIME TIME ASSISTANT SITE PROGRAM**	PAY GRADE:	**P/T IS6**
JOB CODE:	FLSA STATUS: **NON-EXEMPT**	DATE REVISED:	**08/28/2024 HC**
DUTY DAYS:		LEGACY JOB CODE:	
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY GRANT FUNDED. EMPLOYMENT IS CONTINGENT UPON THE AVAILABILITY OF FUNDS.**		

AUSTIN ISD EQUITY STATEMENT:

Austin ISD is committed to developing shared definitions and expectations of equity across our District that are consistent with our Board priorities. The definition of equity from the National Equity Project will guide our transformational work.

- *Educational equity means that each child receives what they need to develop to their full academic and social potential. Working Towards Educational Equity:*
- *Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor:*
- *Interrupting [Disrupting] inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and*
- *Discovering and cultivating the unique gifts, talents, and interests that every human possesses.* *https://nationalequityproject.org/*

-Austin ISD Board President, February 2019

MINIMUM REQUIREMENTS

A high school diploma or equivalent is required. This position requires that the incumbent work with a diverse student population. One year of related experience working in education, social work, or other related field is preferred. All facilitation takes place during the after the school day. Employment is contingent on the applicant passing a pre-employment background check, which includes the submission of fingerprints for a national and state check. There is a required training session prior to starting work at a school. All applicants must submit an online application. This is a grant funded position.

JOB PURPOSE AND RESPONSIBILITY

This position requires detailed understanding of afterschool campus operations and the ability to interact with and relate to children. The Program Site Assistant will assist in tasks related to daily afterschool program operations, including but not limited to attendance entry, program management, and professional communication with parent. This position requires demonstrated skills in communication, planning, organizing coordination of programs, and the ability to work both independently and as part of a team. Incumbent must be able to establish priorities and work well under deadlines. Incumbent may be required to operate a variety of office equipment, including a computer, photocopier, laminating machine, and audiovisual equipment. This position may be required to substitute as an afterschool teacher providing enrichment activities in a small group setting to students participating in afterschool programs. Examples of enrichment activities includes Technology, Fine Arts, Arts and Crafts, Cooking/Nutrition, Science Investigations, Literacy. This position is responsible for communicating with Central Office staff, campus administrators, and parents. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

ESSENTIAL FUNCTIONS

- Recruit and train new teachers working in the afterschool program

- Develop afterschool class schedule and classroom rotations
- Recruit and train volunteers and educational vendors as needed
- Communicate with the Food Service Department to ensure afterschool snack distribution
- Enter daily afterschool student attendance
- Request and receive supply orders
- Establish a clean and professional classroom environment.
- Monitor student behavior and disciplines students, as necessary.
- Ensure that specific materials and supplies are ready for classroom use.
- Plan lessons and curriculum.
- Possess excellent communication and organizational skills.
- Maintain open and honest communication with campus leadership and Central Office staff
- Set an example of organization, responsibility, and personal excellence for students.
- Communicate high expectations for achievement by all students.
- Develop and foster relationships during the collaborative inquiry-based student tutoring process.
- Follow all District and campus rules and guidelines as applicable.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Work is generally conducted in a classroom environment. This site could be on an AISD campus or in an Austin City Library. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

Incumbent will work and have their work reviewed under the appropriate supervisor of the department. The incumbent will have regular contact with students, parents, teachers, and volunteers, and will assist in planning and monitoring students' progress/performance.

The Austin Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions.

I have read & acknowledge the job description above.			
Employee Signature:		**Date:**	