AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**GF PART TIME ASSISTANT SITE PROGRAM**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**P/T IS 6**	DUTY DAYS:		DATE REVISED:	**04/15/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY GRANT FUNDED. EMPLOYMENT IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM REQUIREMENTS

A high school diploma or equivalent is required. The incumbent must be comfortable working 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.

JOB PURPOSE AND RESPONSIBILITY

This position requires detailed understanding of the area of instruction to be taught, and the ability to interact with and relate to children. The Program Site Assistant will assist in tasks related to daily program operations, including but not limited to, attendance entry, program management, and professional communication with parent. In some programs this position will oversee tutoring sessions with students. 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. This position may substitute for the Site Coordinator as needed. Incumbent may be required to operate a variety of office equipment, including a computer, photocopier, laminating machine, and audiovisual equipment. This position may be responsible for providing tutoring and 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 effective classroom management that enhances student learning 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

- Work closely with students and reinforces skills introduced by the teacher.
- May facilitate tutorial sessions with small groups of students engaged in academic problem-solving and peer learning.
- May develop and deliver a series of enrichment activities based on previously identified program goals or plan and prepare relevant and practical class lessons based on the learning needs of culturally diverse and multi-skill level students.
- May track student attendance.
- Maintain 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.
- Operate audiovisual equipment.
- Organize instructional materials and instructional setting to maximize student learning.
- May plan lessons and curriculum.
- Possess excellent communication and organizational skills.
- Possess the enthusiasm for the subject material that will foster a love of learning by students.
- Maintain open and honest communication with the Program Supervisor or Coordinator
- 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.

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 direction of a Supervisor 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 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	