



Broken Arrow Public Schools

BROKEN ARROW, OKLAHOMA

JOB TITLE: Program Assistant
DEPARTMENT: B&A Connections and Extension Programs
REPORTS TO: Director of B&A Connections and Extension Programs
FLSA STATUS: Non-Exempt, Non-Certified, Support Personnel
EMPLOYMENT STATUS: Full-time, 40 hours per week, 9-10 months; this position requires availability from Monday-Friday; This position is assigned 8 total work hours per day, split between the B&A Connections and Tiny Tigers programs as assigned by the Director/Assistant Director of B&A Connections and Extension Programs. The assigned work hours will be between 7:00AM and 6:00PM.

MINIMUM JOB REQUIREMENTS:

Education: High School Diploma or GED, required.

Experience:

- Must meet the requirements dictated by the Oklahoma department of Human Services, including a clean OSBI background check.
- Must complete and maintain 12 hours (per year) of pre-approved training required by OKDHS through the Center for Early childhood Professional Development (CECPD) online database.

Skills: CPR and First Aid Certification; Bilingual abilities preferred, but not required.

SUMMARY:

ESSENTIAL JOB FUNCTIONS: *These statements are intended to describe the responsibilities assigned to the position and are not intended to represent an exhaustive list of all responsibilities, duties and skills required. Other duties may be assigned as necessary.*

1. Must be adaptable and possess high emotional intelligence.
2. Must have the ability to work with children in childcare, pre-school, and elementary school settings.
3. Maintains confidentiality.
4. Reports any suspected abuse/neglect to the Director of B&A Connections and Extension programs, or designee.
5. Assist in implementing lesson plans, and organizing DHS required centers.
6. Assist Site Manager or Staff Daycare Lead with the day-to-day operations at assigned
7. Observes and ensures the safety of all children enrolled in the program.
8. Actively participates in games and activities.

9. Meets emotional, social, physical and cognitive needs of each child, in the program.
10. Maintains professional and collaborative relationships with the B&A Leadership team and colleagues at the site, assigned.
11. Complies with all DHS requirements.
12. Maintains and fosters open communication with parents.
13. Must be able to read, write, and respond to instructions communicated in English.
14. Attends staff meetings and training, as required.
15. May travel to different site locations, if requested by the B&A Leadership team.
16. Assists with the implementation of safety procedures.
17. Assist with documenting student behaviors and incidents according to program standards.
18. Effectively communicate with B&A Leadership about positive and negative issues at site.
19. Able to operate a site, or classroom safely in the absence or unavailability of Site Manager or Staff Daycare Lead.

ESSENTIAL BEHAVIOR:

Ability to use sound judgment in any situation. Ability to deal successfully and rapidly with changes in assignments and properly respond to applicable correspondence/communication received. Ability to project a professional company image through in-person, phone, and electronic interaction. Ability to build and foster harmonious rapport and work cooperatively with District staff and the public while achieving the objectives and goals of the position. Ability to handle problematic and/or difficult situations professionally by communicating with the appropriate person. Ability to respond appropriately to directions from the District or B&A Leadership team. Must be reliable in attendance .

ATTENDANCE STATEMENT:

Able to be in attendance for assigned responsibilities with 95% attendance.

ENVIRONMENTAL CONDITIONS: Inside and outside working conditions with minimal exposure to extreme environmental conditions. Outside activities on the playground, or on field trips. Inside activities in the gym, large motor room, cafeteria, or on field trips.

PHYSICAL STANDARDS:

- Must be able to stand or walk for long periods of time.
- Must be mobile and able to walk around indoors and outdoors.
- Specific vision abilities required in this job to include close vision, depth perception, and the ability adjust focus.
- Must be able to lift or carry objects weighing up to 15lbs.
- While performing the duties of this job, the employee is continuously required to sit, lift small items or children, talk, and hear.