

**BURLINGTON COMMUNITY SCHOOL DISTRICT**  
**POSITION DESCRIPTION AND SPECIFICATIONS**

Position Title: Afterschool Staff – 21<sup>st</sup> Century  
Reports to: 21<sup>st</sup> Century Site Coordinator  
Hours: 2-3 hours per day  
Days: Designated

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**QUALIFICATIONS**

Requires the following (or equivalent qualifications):

- High School Diploma (Bachelor degree preferred)
- Prior experience working with elementary students preferred

**POSITION PURPOSE**

To assist students after school in the learning process so they will master subject matter and skills that will contribute to their development. Lead students toward the fulfillment of their potential for intellectual, emotional, psychological growth, maturation and community service.

**PERFORMANCE ACCOUNTABILITIES**

- Maintain strict confidentiality and abide by professional ethics.
- Perform all duties in a courteous and pleasant manner, being prompt and timely in completion of duties, attending to details accurately and efficiently.
- Meet and instruct assigned classes in the locations and at the times designed.
- Assist, or teach, the adopted curriculum or enrichment activity in an effective manner, making accommodations as necessary for individual differences.
- Develop activities that will provide individualized, small group, and/or large group instruction, consistent with district expectations taking into account standards and benchmarks.
- Participate in activity development for the after-school program, and perform as a productive member of the school community and “after school” team.
- Provide an inclusive environment which reflects the racial/cultural diversity of today and allows students to grow to their fullest. Allow students to understand that roles are open to all members in today’s society.
- Create and maintain an environment for effective enrichment participation.
- Display a caring attitude toward and has high expectations for all pupils regardless of race, sex, disability, or national origin.
- Establish high expectations that enable students to achieve at a level of excellence.
- Identify student needs and cooperate with other professional staff members in helping pupils solve academic, social, physical and emotional problems.
- Provide opportunities for appropriate enrichment for students and/or their family members.

- Work cooperatively with others in the school community.
- Supervise pupils in after-school activities outside the regular school day, including family events.
- Adhere to all federal, state and local educational laws, including Board Policy, Administrative Regulations, and handbooks as developed by the district.
- Perform other such duties as assigned.

**SKILLS AND ABILITIES**

Excellent human relations skills. Has necessary verbal and written communication skills, including ability to make presentations. Excellent organizational, analytical and problem-solving skills. Proven skills such as planning, organizing, and coordinating. Ability to relate positively with students, staff, parents and the public. Ability to effectively monitor, evaluate and develop students. Demonstrated leadership skills and a desire to lead.

**PHYSICAL, MENTAL, AND VISUAL EFFORT**

Continuous speaking, hearing, and visual effort. Frequent walking, sitting, standing and reaching. Occasional climbing. High degree of concentration requiring continuous and often intense mental and visual attention. Numerous irregularities, complicated and complex tasks are involved. Must have the ability to lift fifty or more pounds on a repetitive basis. Mobility required.

**WORKING CONDITIONS**

Work is primarily performed in a classroom setting, may include playground supervision and working with students in other settings. Occasionally exposed to dust, noise, odors, and other irritants. Stress associated with work pace and pressure. Work involves regular after-school hours. Some travel may be required. Exposed to hazards of the road when traveling. May include working Saturday.

**DISCLAIMER CLAUSE**

I have read and understand the information contained in the Position Description and Specifications. I further understand that this Position Description and Specifications is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this position. I may be required to perform additional tasks necessary to meet district objectives. This Position Description is intended to be an accurate reflection of the principal job elements essential for making fair decisions.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Burlington Community School District is an Equal Opportunity Employer. Burlington Community School District ensures equal employment opportunities regardless of race, color, national origin, sex, disability, religion, creed, age, sexual orientation, or gender identity. Burlington Community School District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.