



# Community Education Job Description

## Program Associate

### Descriptors

**Position Title:** Program Associate

**Reports To:** Program / Building Administrator

**Supervisory:** No

**Department:** Program / Building

**Exempt Status:** Non-Exempt

**Revision Date:** July 2015

**Approval:** \_\_\_\_\_  
(Executive Director of Human Resources)

**Approval:** \_\_\_\_\_  
(Superintendent)

### Job Summary

Assists in the instruction and implementation of programs and activities designed to promote social, physical, emotional and intellectual growth. Also assists with providing a culturally inclusive and welcoming environment.

### Essential Duties and Responsibilities

#### 15% Program Delivery

- Assist in developing program goals and objectives
- Provide behavior guidance in safe age-appropriate environment
- Assist in coordinating with community and family events
- Communicate with parents, children and staff
- Assist in developing and implementing program curriculum

- Lead activities for children
- Assign activities to children

#### 15% Program Support

- Assist in set up and take down of area and equipment
- Serve meals and snacks
- Assist with set up of bulletin boards and room décor
- Perform general housekeeping tasks
- Assist supervisors with activity preparations

#### 65% Programs with children

- Assist in developing skills in children
- Plan group activities
- Instruct programs
- Conduct assessment for program
- Provide work direction to other staff
- Interact with and engage children in learning experiences in all development areas

#### 5% Professional Development

- Attend meetings, in-services and workshops as required

**Perform other duties as assigned or requested**

## Work Requirements and Characteristics

### Education/Certification Requirement:

#### For early childhood programs

- High School Diploma or equivalent
- 12 credits of post-secondary education
- AA degree preferred
- First Aid and CPR certified or ability to become certified within 60 days of hire

#### For school age programs

- High School Diploma or equivalent
- 12 credits of post-secondary education preferred
- First Aid and CPR certified or ability to become certified within 60 days of hire

### Experience:

- 1-2 years of supervising children preferred

### Essential skills required to perform the work:

- Basic internet knowledge
- Intermediate reading and writing skills
- Ability to communicate effectively
- Ability to follow written and verbal instructions
- Ability to work in a team environment
- Ability to related to students
- Math skills including addition, subtraction, multiplication and division

### Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile
- Uses intermediate level general software and district/department software

## Physical and Mental Requirements

### Physical Job Requirements:

- Position involves periods of standing and walking around
- Position involves bending and stooping
- Position involves listening, speaking clearly and visual acuity
- Position involves regulatory lifting up to 10 pounds and frequent lifting up to 35 pounds

### Mental Job Requirements:

- Position requires handling multiple tasks at once while dealing with constant interruptions
- Position requires exercising confidentiality in handling School District information
- Position requires flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person

### Hazardous Working Conditions:

- Exposure to body fluids and airborne pathogens
- Exposure to changing temperature and weather
- Exposure to noise from students
- Potential injury and emotional outbursts from students

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.