



# 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
- Exposure to students with special needs
- Potential exposure to emotional outbursts

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.