



Community Education Job Description

Program Assistant

Descriptors

Position Title: Program Assistant

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 instructions 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

75% Program Delivery

- Interact with and engage children in learning experiences in all development areas
- Assist in the delivery of program curriculum
- Assist in providing behavior guidance in a safe age appropriate environment
- Communicate with parents, children and staff
- Assist in coordinating community and family events

- Perform general housekeeping tasks
- Assist supervisors with activity preparations
- Lead activities for children

20% 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

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:

- High School Diploma or equivalent
- For school age programs students currently enrolled in high school will be considered
- First Aid and CPR certified or ability to become certified within 60 days of hire

Experience:

- Prior experience working with 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

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

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile

Physical and Mental Requirements**Physical Job Requirements:**

- Position involves periods of standing and walking around
- Position involves reaching with hands and arms, stooping, kneeling or crouching
- 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.