



Byron Public Schools  
Independent School District #531  
Byron, Minnesota

**TITLE:** Project Kids Program Assistant/SACC

**CLASSIFICATION:** Support Staff Lane 175

**QUALIFICATIONS:** High School Diploma or GED

**REPORTS TO:** SACC Site Supervisor and SACC Program Coordinator

**JOB GOAL:** To provide quality school age child care in a safe, fun-filled, and supportive environment

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises, supports, engages, and has fun with the children in the Project Kids program.
2. Takes direction from the Lead Program Assistants, Site Supervisor, and Program Coordinator to meet the needs of the program and to provide an enhanced child care experience.
3. Works with the Student Assistants and coordinates their activities.
4. Plans specific activities if interested and/or if requested by the Site Supervisor or Lead Program Assistants; executes the daily schedule (may suggest modifications if justified).
5. Exhibits excellent customer service; communicates clearly and respectfully with children, parents and guardians, visitors, and program staff and other district employees; maintains strict confidentiality at all times.
6. Maintains a safe, happy, and healthy child care environment.
7. Verifies the room or area of the building, in which they are in charge of at any point in the day, is picked up and cleaned before leaving that location; also reports any damaged or missing items to a Lead Program Assistant or the Site Supervisor.
8. Possesses the behavior management skills necessary to supervise large numbers of students, create smooth transitions for children, and respond to issues with positive interventions and supports.
9. Attends to children's basic first aid needs as appropriate; helps respond to any medical emergency that may occur.
10. Uses available technology to enrich children's experiences and to promote the Project Kids program.
11. Completes required trainings and attends scheduled staff meetings.



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12. Employee is responsible to be knowledgeable about all district policy, as well as staff and parent handbooks.
13. This job description is not intended to be all-inclusive, and the employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management.

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Employee Acknowledgment

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Date

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Approved: March 2000  
Reviewed: November 2018  
Revised: March 2018