

Carroll Independent School District

Job Description

JOB TITLE: **After School Childcare (Dragons U) Aide** Pay Grade: \$17/hour

Supervisor: After School Childcare (Dragons U) Site Leader Employment Days: 187

Department: Special Programs Wage/Hour Status: Exempt

MISSION:

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

JOB SUMMARY:

To work with students in grades K-4 in an after school program, providing a safe and secure environment while engaging them in developmentally appropriate activities.

QUALIFICATIONS:

Minimum Education/Certification:

High School Diploma or GED unless a current student

Special Knowledge/Skills:

Ability to establish a positive, supportive, and working relationship with staff members

Willingness to learn

Ability to provide positive behavior management, and developmentally appropriate activities for children

Minimum Experience:

Previous experience working with children

MAJOR RESPONSIBILITIES AND DUTIES

- To work with children in grades K-4 in an after school program
- Provide a safe environment for all children on the school site
- To be aware of the whereabouts of all children for whom you are responsible
- Communicate clearly, effectively, and in a positive manner with children as to your expectations and rules
- Work with After School Day Site Leader in creating curriculum with developmentally appropriate activities and positive behavior management techniques
- To implement curriculum and positive behavior management techniques with the group of children for whom you are responsible
- To participate in activities with the students and be actively involved with them, not just observing or supervising
- To establish a positive, supportive, and working relationship with staff
- To check and insure that the bathrooms are free of health and safety issues along with playground equipment
- To work as a positive, flexible, and supportive, and contributing member of a team for the well being of all students on the site and for the success of the program
- To recommend program changes, as appropriate

- To maintain accurate and neat time sheets in ink that are signed and make a copy for your records
- To maintain current CPR and First Aid training
- To perform such duties as assigned by the Site Leader and/or Childcare Coordinator

Essential Job Functions:

Requires the ability to demonstrate patience and understanding of children. Also requires the ability to see, hear, learn, and implement developmentally practices and positive behavior management techniques.

Terms of employment:

Flexibility is required in determining the number of hours and location of work, according to the needs of the program across the district.

Evaluation:

Performance of this job will be evaluated annually by the Site Leader using an evaluation form provided by the Childcare Coordinator.

Working Conditions:

Mental Demands/Physical/Environmental Factors:

Maintain emotional control under stress.

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION; HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: _____ DATE: _____
 (Assistant Superintendent for Administration)

APPROVED BY: _____ DATE: _____
 (Superintendent)

Date Created: 5/2025	Date(s) Revised:
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