Vacancy Notice
Applicants must apply online at www.franklinschools.org.

POSITION: Cub Care Worker

LOCATION: Corporation Wide

NUMBER OF DAYS PER YEAR: 180 days per year

NUMBER OF HOURS PER WEEK: 27.5 hours per week

DUTIES: See attached job description.

REQUIREMENTS: See attached job description.

BENEFITS: N/A

SALARY: $9.54/hr

APPLICATION DEADLINE: Open until filled

CONTACT: Mrs. Amanda Martin – martina@franklinschools.org

Dr. David Clendening
SUPERINTENDENT

Franklin Community Schools is an equal opportunity employer and does not discriminate on the basis of age, race, color, religion, gender, handicapping conditions, or national origin, including limited English proficiency. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.
Job Title: Cub Care Worker  
Department: Before and After School Care  
Assignment: Cub Care Worker at Elementary level or CBIS  
Supervised by: Cub Care Site Leader and Cub Care Coordinator  
Purpose: To care for children before or after school in a safe environment

DUTIES AND RESPONSIBILITIES:
1. Supporting students with homework help
2. Assist with Essential Skills Students (Northwood location)
3. Team work with Site Leader
4. Supervision of students at all times
5. Diffusing student behavior issues
6. Provide and support the playtimes and crafts
7. Assist Site Leader with clerical duties as needed
8. Assist Site Leader with materials management
9. Help with snack time and clean up
10. Work with students in small and large groups
11. Communication with: workers, parents, school staff, students
12. Support students with emotional or behavior problems and help develop their social skills
13. Support school rules and have knowledge of the school handbook
14. Be proactive in matters relating to health and safety

Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM JOB REQUIREMENTS:
1. High school diploma or GED
2. Good attendance with punctuality
3. An understanding of a need for confidentiality
4. Pleasant personality and a willingness to work collaborative
5. Good grammar
6. Clean and neat appearance
7. Experience working with school-age students
8. Attend required staff meetings and trainings
9. Dress appropriately for school setting

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:
- An ability to work with children
- An ability to work with a team of people
- An ability to use independent judgment
- An ability to follow written and verbal directions
- Some skills in the general use of technology
- An ability to foster a cooperative work environment
- Demonstrate an ability to maintain confidentiality
- Effective verbal and written skills

WORKING CONDITIONS AND PHYSICAL EFFORT:
- Cleaning up after children
- On your feet, moving about
- Inside and outside duties