



## DAVINCI ACADEMY JOB DESCRIPTION

### Mission

DaVinci Academy of Arts and Science will awaken a passion for learning through an enriched and individualized approach to education. Students, parents and teachers will work together to ensure positive character development and build a strong foundation for higher education.

**POSITION TITLE:** After-School Program Assistant

**REPORTS TO:** After-School Enrichment Coordinator

### **Position Objective:**

To assist the After-School Program Lead in the supervision of the students in the DaVinci Den after-school program ensuring their wellbeing and safety while upholding and advancing the mission, vision, pillars, and goals of DaVinci Academy.

### **Principle Responsibilities:**

- Assist in actively supervising the children at all times, ensuring their well being and safety.
- Assist students with homework and lead some small group activities and games as needed.
- Use positive behavior management techniques to set and maintain expectations for the program.
- Follow the DaVinci Academy PBIS program, utilizing positive strategies to support the social and emotional development of all the students.
- Recognize needs of children at different stages of development
- Assist in setting up the space(s) while checking the program's equipment, ensuring that it is adequate before the program starts each day.
- Clean up after snack time each day.
- Treat all children with dignity and respect.
- Work with other members of the staff as a team.
- Ensure staff and children leave the locations used clean and tidy each day.
- Report issues to the After-School Program Lead and After-School Enrichment Coordinator as needed.

**Ability To:**

- Work well with others from diverse backgrounds
- Successfully work with young children
- Utilize appropriate conflict resolution skills
- Maintain confidentiality and contribute to building a positive team spirit
- Identify, interpret, and follow school policies and procedures
- Communicate effectively
- Work outside, in the cafeteria, gym, classrooms, or other spaces with moderate noise level
- Physical Demands: While performing the duties of this job, the employee is frequently required to walk within the school building and grounds; the employee is occasionally required to stand for short periods; the employee must occasionally lift and/or move up to 20 pounds; specific vision abilities required include close vision

**Qualifications:**

- Experience working with school-age children is preferred

**Position Information:**

- Hourly Pay Range: \$13-\$15 per hour
- Hours: 3:00PM-6:00PM
- Duty Days: Modified year round, up to 175 duty days per year
- Time Off: Earned Sick and Safe Time
- Start Date: Immediately

*DaVinci Academy utilizes the Frontline Recruiting Platform, please visit the site below to apply:*

<https://www.applitrack.com/davincicharterschool/onlineapp/default.aspx>