

## POSITION DESCRIPTION

**Position:** School Age Care Program Assistant

**Purpose:** Assists in the implementation and delivery of the Eagle Zone school-age care program, and in the support of out-of-school-time programming at the site level in accordance with quality assessment tools.

**Primary Customers:** Internal: Eden Prairie Schools staff  
External: Students, parents, and community

**Position Qualifications:**

**Education/Certification:**

- High school graduate or equivalent.
- First Aid and CPR certification preferred. Training will be required for all staff. The program will offer training to all staff who are not certified.

**Experience:**

- Two years of experience working with children, planning, organizing, and promoting programs, preferred.
- Experience working with volunteers preferred.
- One-year successful experience working with elementary aged children in a childcare or education setting, preferred.

**Qualifications:**

- Ability to work with elementary aged children
- Personal dependability, initiative and organization
- Excellent written, oral and interpersonal skills.
- Ability to plan and oversee appropriate activities for children.
- Ability to supervise children in a positive manner.
- Ability to make appropriate decisions quickly.
- Knowledge of discipline policies and procedures.
- Able to work independently.
- Ability to maintain confidentiality.
- Ability to follow work direction, and communicate effectively with students, staff, and parents.
- Excellent written, oral and interpersonal skills
- Ability to work in a busy setting with distractions and interruptions
- Passion for mentoring, teaching and engaging with youth
- Ability to be in regular and prompt attendance
- Works professionally as a team member
- Knowledge of developmental needs of youth

- Ability to serve as a liaison between the Community Education programs and school staff and parents
- Maintains a personal program of professional development in compliance with the quality assessment tool.

All positions are designed to support the **MISSION** of the Eden Prairie School District:

***Inspiring Each Student Every Day.***

**Essential Responsibilities:**

1. Understands the school age care/OST program philosophy.
2. Assists in the implementation of the school age care program, and in the support of out-of-school-time programming at the site level in accordance with quality assessment tools.
3. Assist in planning culturally responsive, developmentally appropriate activities.
4. Assist in performing other tasks and assignments as delegated by the Program Lead and Program Supervisor, such as, but not limited to: snack preparation, daily attendance, curriculum activities, bulletin boards, gym activities and specialty clubs.
5. Promotes a team concept through active participation in site level meetings, staff training, on-going coaching and positive role modeling.
6. Promotes a positive image of the program by maintaining open and positive communication between out-of-school-time (OST) staff, school personnel, families and the community.
7. Supports SPED staff and students with special needs. Including but not limited to: toileting, behavior management or intervention in escalated situations.
8. Ensure the safety, security and well-being of all students, following established safety procedures.
9. Respond to health and special needs of children, ensuring all children are provided necessary accommodations to be successful.
10. Knowledge and use of program tools and resources for group management and behavior management.
11. Other tasks and responsibilities as delegated by Program Lead and Program Supervisor.

**Terms of Employment:**

|                         |   |
|-------------------------|---|
| Classification:         | MSEA Level 1  |
| Hours/week:             | Varies depending on student enrollment  |
| Rate of Pay:            | Level 1   |
| Duration of Employment: | School year position + non-school days depending on enrollment.<br>Summer employment is also a possibility. |

\*Hours and days of service are established by the school district and are subject to change according to district need.

Working conditions are determined by written contract between the Minnesota School Employees Association and the Eden Prairie School District.

**Evaluation**

A continuous performance improvement process will be developed with the supervisor.