

## POSITION DESCRIPTION

**Position:** Eagle Zone Program Assistant - Summer

**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:** District 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:**

- One year of experience working with children in a childcare or education setting, planning, organizing, and promoting programs, 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 elementary aged 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 directions, and communicate effectively with students, staff, and parents.
- Excellent 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

*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 SAC 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: 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 the 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 SAC Supervisor.

Job description describes the general information and nature of work expected of an individual assigned to this position. Employees may be required to perform other job related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

### **Standard Measures of Accomplishment:**

1. A high-quality school age care program is established and maintained for Eden Prairie families.
2. Activities are well organized and provide a safe environment for students
3. High-quality programming meets the needs of the school community.

### **Terms of Employment:**

Classification: MSEA Level 1

Hours/week: Varies depending on student enrollment

Rate of Pay: Level 1

Duration of Employment: Hours and days of service are established by the school district and are subject to change according to district need.