



Where Excellence and Creativity Merge

Fayette County Public Schools Human Resources Department

205 LaFayette Ave., Building A
P.O. Box 879
Fayetteville, Georgia 30214-0879

After School Program Aide Substitute

DESCRIPTION: Actively supervise and interact with kindergarten through fifth grade students enrolled in Fayette County Public Schools' After School Programs while implementing creative, developmentally appropriate activities and maintaining a safe enriching environment.

REQUIRED QUALIFICATIONS:

1. High School diploma or state approved high school equivalent
2. Be eighteen years of age or older
3. Excellent oral, written and interpersonal communication skills
4. Ability to travel to multiple locations as needed

PREFERRED QUALIFICATIONS:

1. Experience working with children
2. Meet the minimum academic requirements and qualifying child care experience specified by DECAL Rules for Child Care Learning Centers

SUMMARY OF ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Demonstrate prompt and regular attendance
2. Actively supervises and interacts with students at assigned site
3. Implements creative, developmentally appropriate activities
4. Maintains the safety of assigned group through pre-planning, prior inspection of equipment, close supervision and continuous interaction with students
5. Establishes and nurtures positive relationships with students, families, staff and hosts
6. Consistently models appropriate behavior, positive behavior management, and conflict resolution techniques
7. Sets up equipment/materials to transform shared space into developmentally appropriate activity centers
8. Assists in maintaining shared spaced by keeping it clean and orderly
9. Exhibits appropriate ethical standards, professional appearance and actively pursues professional growth
10. Maintains student and program confidentiality
11. Exhibits a positive and appropriate attitude
12. Complies with the Fayette County Board of Education and After School Program policies and procedures
13. Perform other duties as assigned and allowable by intended program

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.

PHYSICAL DEMANDS: Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Ability to tolerate a work environment which includes working outside and prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position

REPORTS TO: After School Program Site Coordinator

SALARY: This is a substitute (at-will) position without benefits. The rate of pay salary is \$12.00 per hour. Persons may work up to nineteen hours per week.

**ADDITIONAL
COMMENTS:**

External applicants should apply online at <http://www.fcboe.org>. Complete application packets consist of:

- Letter of Interest that refers to the desired position by position title
- Current résumé
- Completed online application (<http://www.fcboe.org>)
- Copies of all valid professional certificates (as applicable for position)
- College transcripts or high school diploma or state approved high school equivalent (as applicable for position)
- Three Fayette County Public Schools Reference Forms (<http://www.fcboe.org>). These reference forms must be written within one year of application date. Two of the references must be from persons who have directly supervised the applicant: (1) a current supervisor and (2) the most recent former employer/supervisor.

It is the policy of Fayette County Public Schools not to discriminate on the basis of race, color, religion, sex, national origin, age, disability or genetic information in any of its employment practices, educational programs, services or activities. For additional information about nondiscrimination provisions or to request accommodations based on a disability, contact the Human Resources Department (770.460.3535).