

FAYETTE COUNTY PUBLIC SCHOOLS

After School Program Itinerant Aide / After School Program Substitute Aide Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Assigned School	FLSA STATUS:	Non-Exempt
REPORTS TO:	After School Program Site Coordinator	WORK CALENDAR:	180 Days Part time
SALARY SCHEDULE:	Classified Salary Schedule	APPROVED (Board):	November 2004
PAY GRADE:	After School Program Itinerant Aide - QASP After School Program Substitute Aide - Salary based on Fayette County Public School System hourly pay rates for non-benefited positions	REVISED:	May 2026; September 2023; September 2022; September 2016 February 2018

SUMMARY: 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

ESSENTIAL FUNCTIONS:

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

REQUIRED QUALIFICATIONS:

High School diploma or state approved high school equivalent
18 years of age or older
Excellent oral, written and interpersonal communication skills
Ability to travel to multiple locations as needed

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

PREFERRED QUALIFICATIONS:

Experience working with children

Meet the minimum academic requirements and qualifying child care experience specified by DECAL Rules for Child Care Learning Centers

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.