

Almont Community Schools

Job Description

Latchkey/Kids Club Aide

Qualifications:

- High School Graduate
- Prior experience as a caregiver preferred
- Enjoys working with children
- Child Care Certificate or letter of recommendation from previous employer
- Successful completion of CPR training and TB test (supplied by district)
- Completion of classes as directed by DHS
- Such alternatives as the Board may find appropriate

Reports To:

Latch Key Coordinator

Job Goals:

To perform duties of assistance in support of the Almont Community Latchkey program as assigned by the ACS Latchkey Coordinator.

Responsibilities:

Supervise children and maintain a harmonious atmosphere
Guide children to working and playing harmoniously with each other
Enforce discipline to individual students who do not follow the posted rules
Provide individual and small group instruction designed to meet students' needs
To remain calm in stressful situations, approachable at all times, be fair, be flexible, and have a sense of humor
Alert the supervisor to special needs of individual children
Provide escort and assistance to children as necessary
Other duties as assigned

Term of Employment:

Part-time position

Hours to be established on a yearly basis based on need

Hourly salary per yearly contract

Evaluation:

Annually