

## **TITLE: BASE Program Aide**

### **QUALIFICATIONS:**

1. High School Diploma or equivalent
2. Background working with children
3. CPR/First Aid Certification.
4. Knowledge of principles and practices pertaining to a child care program
5. Demonstrated aptitude for leadership, initiative and organization.
6. CPR/First Aid Certification.
7. Ability to work independently; to understand and carryout oral and written instructions;
8. and, to interact with persons of different age groups and cultural backgrounds
9. Knowledge of school district activities, programs, and curriculum requirements
10. Maintain confidentiality of staff and students
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
12. Growth mindset
13. Effective use of de-escalation skills when working with frustrated parents, students, or staff
14. Adept at building capacity and empowering self-efficacy in others
15. Model integrity, authenticity, transparency, responsible leadership, ethical supervision
16. and the highest standard of professionalism.

**REPORTS TO:** BASE Site Coordinator / BASE Director

**JOB GOAL:** To provide students with quality child care and enrichment activities in a safe and familiar school setting.

### **PHYSICAL RESPONSIBILITIES:**

Must be mobile and able to circulate in order to supervise, participate in activities, and manage students.

**PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to: )

1. Assists the BASE Site Coordinator with implementing the daily activities for BASE students k-6<sup>th</sup> grade.
2. Assists the BASE Site Coordinator with maintaining accurate and current information on each student regarding schedules, medical emergency information, contacts, etc.
3. Must relate positively with parents/families.
4. Keeps BASE Site Coordinator informed about the status of enrollment at the school site and all relevant BASE issues or concerns.

5. Assists the BASE Site Coordinator with keeping the BASE District Coordinator informed about the status of enrollment, programs, concerns and issues at the individual site.
6. Maintains positive, professional working relationship with School Principal and school staff
7. Adheres to the Lakeland Joint School District policies and procedures.
8. Performs all tasks as deemed necessary by supervisor.

**TERMS OF EMPLOYMENT:**

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of non-certificated personnel.