

## **MECHANICSBURG AREA SCHOOL DISTRICT**

**TITLE:** Wildcat Care After School Aide

**DATE:** 8/19/2025

**REPORT TO:** Recreation Specialist & Site Coordinator

**APPROVED BY:** Superintendent

**ASSIGNMENT:** Monday-Friday, 2:30-6:00pm, shift times vary

### **JOB SUMMARY:**

This individual will promote a positive and enriching after-school program experience for 4<sup>th</sup> and 5<sup>th</sup> grade students. They will be expected to always know the whereabouts of the students in their primary care group, engage with students during activities, and assist them with homework. They will assist the site supervisor with, but not limited to, preparing and executing daily activities and following state and local regulations. The individuals will possess a friendly and trusting demeanor and encourage open lines of communication with students and their families while promoting the mission, values, and beliefs of Mechanicsburg Area School District.

### **ESSENTIAL FUNCTIONS:**

1. Supervise students in groups and individually.
2. Promote a positive, safe and respectful environment.
3. Assist site supervisor in maintaining a safe and clean environment in conjunction with DHS regulations.
4. Support and assist site supervisor in planning, preparing and executing daily activities.
5. Maintain ongoing communication with site supervisor
6. Report any occurrence happenings to site supervisor so the appropriate paperwork can be completed on the day of the incident.
7. Report damaged materials to site supervisor and take them out of circulation until replaced.
8. Build open and trusting relationships with children and their families.
9. Develop and maintain professional working relationships through effective and timely communication with the Recreation Specialist, Site Supervisor, other program personnel, and building staff members.
10. Identify any parent or guardian not recognized when they are picking up a student.
11. Ensure proper sign in/out procedures are followed.
12. Helps to facilitate a positive program environment that develops self-control in children using positive guidance techniques.
13. Assist in cleaning the program space and equipment before, during, and after the program.
14. Continue professional development by attending staff meetings and training.
15. Familiarize self with all evacuation and emergency procedures.
16. Performs all other duties assigned by supervisor.

### **QUALIFICATIONS:**

Must be a minimum 18 years or older and possess a High School diploma or GED. Experience with working with children preferred.

**PREFERRED:**

1) High school diploma or GED, with 30 college credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field; 2) High school diploma or GED equivalent, including 600 or more hours of secondary training; 3) High school diploma or GED equivalent, with 15 college credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 1,250 hours of experience working with children; 4) High school diploma or GED and completion of a Child Development Associates (CDA) Credential, a Certified Child Care Professional (CCP) credential, or a Pennsylvania school-age professional credential and 1,250 hours of experience; High school diploma or GED and 2,500 hours experience with children.

CPR/First Aid certification (or ability to certify within 60 days of employment), Adequate speaking, hearing, and writing skills appropriate for interacting with both children and adults, and Ability to communicate and work effectively with groups of children and their parents in a loving and professional manner.

**PHYSICAL REQUIREMENTS:**

Balancing, stooping, twisting and crouching in repetitive motions along with reaching with extended hands and arms in repetitive motion. Walking at a moderate pace, able to lift 50 pounds to a vertical height of 30 inches. Required to use hands and fingers to pick, pinch, seize, hold and grasp and to feel. Able to communicate verbally and to have no more than a 40-decibel hearing loss. Vision clarity requirements are far, near, and mid-range (less than 20 inches and over 20 feet) along with depth perception, visual quality, ability to identify colors and field of vision.