

**JOB DESCRIPTION**

**JOB TITLE:** SACC PARAPROFESIONAL (Latchkey)

**GENERAL DESCRIPTION:**

The School-Age Child Care Worker is responsible for providing a safe, nurturing, and stimulating environment for children ages 5–12 in a before- and/or after-school setting. This role involves planning and implementing age-appropriate activities, supervising children, ensuring their safety, and supporting their social, emotional, and academic development.

**QUALIFICATIONS:**

NOTE: All new employees must pass a criminal history background check and employee medical exam prior to the start of their employment with the Millville Board of Education.

- DCF Fingerprint clearance
- Child Abuse Registry (CARI) clearance
- CPR and First Aid certification (or willingness to obtain)

**REPORTS TO:** SACC Coordinator

**PERFORMANCE RESPONSIBILITIES:**

NOTE: This is a general job description. A position under this job title may include, but is not limited to, the following job duties:

- Strong communication and interpersonal skills
- Ability to supervise and engage school-age children in structured and unstructured activities
- Conflict resolution and behavior management skills
- Ability to plan and lead recreational, educational, and enrichment activities
- Patience, reliability, and a passion for working with children
- Ability to follow safety protocols and maintain a clean, organized, and safe environment
- Follow program policies and procedures, including behavior management and emergency protocols.
- Attend staff meetings, training sessions, and professional development opportunities as required.
- All other related duties as assigned.

**Physical Requirements:**

- Ability to lift up to 25 pounds (e.g., assisting children, setting up activities)
- Ability to stand, walk, and be physically active for extended periods of time
- Willingness to work both indoors and outdoors

**EVALUATION:**

Performance of this job will be evaluated in accordance with the terms and conditions of employment as set forth in Board policy and the collective bargaining agreement between the Millville Board of Education and/or past practices of the district.

**TERMS AND CONDITIONS OF EMPLOYMENT:**

- Typically part-time during the school year (before and/or after school hours)
- Flexibility is important; some programs require split shifts

APPROVED BY: 

DATE:

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