

The Human Resources Department is accepting online applications for the position of Kids' Choice Summer Program Assistant at Kaposia Elementary School.

This is a temporary position effective June 1 through August 21, 2026.

The position is scheduled to work 5.5 hours per day during the summer program.

Rate of Pay: \$23.49/hour

Application Process

To be considered for the position, submit an online application at www.sspps.org; posting will remain open until filled.

Job Summary

Assist in providing instructional and supervisory support to students enrolled in the School Age Care Program. This position also assists with prep work for activities, participates in activities and develops positive relationships with children, staff, and parents within the program.

Job Functions

- Interact and engage with students participating in School Age Care Program
- Supervise and engage with students during activities, small groups, craft projects, field trips, computer lab, and all other activities.
- Supervise, interact and engage with students on all field trips to ensure a positive and safe experience
- Assist with implementing identified curriculum, planning and leading assigned activities.
- Maintain confidentiality of information regarding students, staff, family, and program operation.
- Maintain supervision, order, discipline and a safe and secure environment for students at all times.
- Maintain and exhibit a positive, concerned, and accepting attitude toward all students and their families.
- Assist with adaptation to allow all students to function in a program setting.
- Communicate effectively with parents, students, and program staff.
- Work in small groups to assist all students with daily activities.

- Provide a stimulating experience to help all students grow physically, intellectually, emotionally and creatively, according to his/her individual needs and his/her own ability.
- Conduct self in a manner that reflects favorably on the program and school district.
- Attend all in-services, workshops, orientations and staff meetings as required. Staff are required to meet a number of in-service training hours equal to at least 2% of annual hours worked.
- Adhere to program guidelines and district policies
- Under the direction and guidance of a school nurse, administer medication or carry out minor care as needed.
- Assist with emergency care of all students according to program guidelines and district policy.
- Perform other duties as assigned.

Knowledge, Skills and Abilities Required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent and 2080 hours of relevant experience, with a minimum of 500 hours of relevant experience upon hire
- AA degree or Vocational Certification preferred and 1040 hours of relevant experience, with a minimum of 500 hours relevant experience upon hire required
- Experience working with school aged children
- Demonstrated positive interpersonal skills and communicated effectively both orally and in writing with parents/guardians and school staff.
- Ability to understand and follow data privacy rules and regulations related to students
- Maintain positive and cooperative working relationships with colleagues and demonstrate team work in daily activities.
- Trained in first aid/CPR
- Ability to perform routine computer functions, including the use of email, Internet navigation and Microsoft Word
- Demonstrated prompt, regular and reliable attendance

Physical Requirements

Constantly required to move and interact with students including standing, walking, sitting, stooping, bending, kneeling, pushing, pulling and reaching with hands and arms. While performing the duties of this job, the employee is regularly required to talk, hear, lift, use hands for fingering, grasping and feeling, wrists, hands and/or fingers for repetitive motions or computer use. The employee must frequently lift, move and/or carry up to 10 pounds. The employee is occasionally required to lift and/or move up to and over 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.