

SCHOOL DISTRICT OF ST. JOHNS COUNTY

AIDE, COMMUNITY EDUCATION EXTENDED DAY

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school graduate, general education diploma (GED) or equivalent, if education is from a country outside of the United States.
- (2) Verified work experience of one (1) year, preferably with children.
- (3) CPR and First Aid certified.
- (4) 40-hour child care training certificate preferred.
- (5) Ability to relate to children as well as adults.
- (6) Willing to be trained in computer use.
- (7) Willing to complete all required inservice training in the following areas: CPR/First Aid Certification within 12-months of date of employment; programs required by the director of the staff relating to min-style personalities, communicative and management skills; 40 hours of program training.
- (8) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work with students as well as other district employees at all levels. Ability to plan and coordinate activities for a group of students. Possess basic clerical skills. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Specialist, Community Education Extended Day

JOB GOAL

A non-certified staff member performing assigned activities to include clerical duties, planning, organizing, and coordinating student lead activities. Each staff member will serve as a group leaders to provide a safe, positive, structured environment for the 20-25 student within the same age range. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

AIDE, COMMUNITY EDUCATION EXTENDED DAY (Continued)

- * (1) Completely supervise and plan activities for a group of children for approximately 4-hours per school day.
- * (2) Render clerical and computer assistance when necessary.
- * (3) Assist in the use of audio visual aides.
- * (4) Perform outlined monthly maintenance duties of the program.
- * (5) Produce and record weekly lesson plans for their assigned group of children.
- * (6) Administer safe playground management.
- * (7) Administer and implement discipline programs in place when necessary or required by supervisor.
- * (8) Administer and implement reward programs in place when necessary or required by specialist.
- * (9) Prepare and assist in setting up instructional materials.
- * (10) Supervise assigned students groups during plan periods, on school grounds, and during structured student activities.
- * (11) Provide accountability for assigned students in group.
- * (12) Provide a safe, structured environment inside and outside during extended day hours.
- * (13) Provide positive after school environment where students enjoy doing a variety of activities that will enrich their after school experience.
- * (14) Ability to work with other Extended Day Group Leaders and team teach as appropriate.
- * (15) Plan age/grade level appropriate activities daily.
- * (16) Prepare and assist in setting up materials needed for planned activities.
- * (17) Direct supervision of pupils during play periods, on the school grounds, activity times and in homework labs.
- * (18) Prepare list of materials needed to carryout activities and stay within allotted budget for supplies.
- * (19) Clean up all areas of facility used daily.
- * (20) Assist in supervision of pupils during play periods, on the school grounds and in study halls.
- * (21) Demonstrate initiative in the performance of assigned responsibilities.

Expectations of All Employees

- * (22) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (23) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- * (24) Ensure adherence to good safety standards.
- * (25) Maintain confidentiality regarding school/workplace matters.
- * (26) Model and maintain high ethical standards.
- * (27) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (29) Demonstrate initiative in the performance of assigned responsibilities.
- * (30) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts! program and with modeling the characteristics of citizenship, character education and literacy.

Staff Development

- * (31) Engage in a continuing improvement of professional skills and knowledge.

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- *(32) Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.
- *(33) Participate successfully in the training programs, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs, and character education.

Inter/Intra-Agency Communication and Delivery

- *(34) Exercise service orientation when working with others.
- *(35) Keep supervisor informed of potential problems or unusual events.
- *(36) Use effective, positive interpersonal communication skills.
- *(37) Respond to inquiries and concerns in a timely manner.
- *(38) Serve on school/district committees as required or appropriate.

System Support

- *(39) Exhibit interpersonal skills to work as an effective team member.
- *(40) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(41) Demonstrate support for the school district and its goals and priorities.
- *(42) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(43) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(44) Participate in cross-training activities as required.

Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

A typical day's activities including standing, walking, bending, climbing, stooping, pushing, pulling, lifting, reaching, stretching, twisting and sitting; normal finger dexterity, visual acuity (with or without corrective glasses), hearing, talking, and grasping are also required to carry out essential functions.

Job Description Supplement #4

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.
Approved compensation plan per current negotiated agreement.
10 month position.
Hours to be determined.

EVALUATION:

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

POSITION CODE:

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91033

Pay Type:

Salary Schedule: 16

FLSA STATUS:

Non-Exempt

BOARD APPROVED: April 20, 1999

REVISED:

March 2018