

TRIAD COMMUNITY UNIT SCHOOL DISTRICT # 2
JOB DESCRIPTION

POSITION TITLE: Extended Day (Beyond the Bell) Assistants

REPORTS TO: Extended Day Coordinator, Extended Day Site Supervisor and Building Principals

POSITION SUMMARY: Assistants will provide supervision and leadership of school age children. Assistants will work under the direction of the Extended Day Coordinator and Extended Day Site Supervisor. Before and/or after school care positions are available at each Triad elementary building.

ESSENTIAL FUNCTIONS: Assistants will provide supervision and leadership of school age children

JOB RESPONSIBILITIES:

- Supervise children
- Initiate and engage children in educational and recreational activities
- Maintain positive communications with the students and parents
- Directs movement of students to and from activity areas
- Checks and records student attendance
- Takes part in in-service training programs
- Maintain high level of ethical behavior and confidentiality about student information

QUALIFICATIONS:

- Demonstrated aptitude for the tasks involved
- College hours preferred
- Experience working with children