

# Program Aide

Dept/Div: *Community Services and Recreation/Out of School Time Programs*

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs human support work assisting with the implementation of out of school time programs, providing services to pre-k through 8th grade children with diverse interests, talents, perspectives and learning styles, modeling appropriate conduct, speech and attire, and related work as apparent or assigned. Work is performed under the close supervision of the Extended Day Program/Site Leader.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Provides a safe and sanitary environment for the children; interacts with children in order to build positive relationships.

Helps to maintain the appearance and cleanliness of program space.

Understands, follows and enforces program procedures.

Assists with group activities and provides adaptations to activities to meet the needs of all children.

Assists in and enforces playground and gym rules; encourages problem solving among children using positive reinforcement, redirection, effective communication and appropriate consequences.

Greets children and parents and assists them with needs.

Participates in meetings and ensures that planned activities are implemented.

Assists with supervising assigned child group and maintain attention and control of large groups.

Know and understand District building and program health and safety procedures

Performs other job related responsibilities as assigned.

## Knowledge, Skills and Abilities

General knowledge of the practices, methods and techniques needed to implement an age appropriate program aligned with the state of development and individual needs of children; demonstrated skills in the use of classroom and instructional equipment; ability to maintain files and information; general knowledge of all District policies and procedures; thorough knowledge of all Extended Day Program procedures and guidelines; ability to establish and maintain effective working relationships with children, parents, teachers, associates, administration and the general public.

## Education and Experience

High school diploma or GED and minimal experience working with school aged children, or equivalent combination of education and experience.

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## Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires standing, speaking or hearing and using hands to finger, handle or feel, frequently requires walking and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and exposure to bodily fluids; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

## Special Requirements

Certified in First Aid

Must be at least 18 years of age

Last Revised: 10/7/2015