



## Position Description

**Job Title:** Afterschool Program Assistant/Teacher  
**Department:** Field  
**Reports To:** Afterschool Site Coordinator  
**FSLA Status:** Non-Exempt

### SUMMARY

Under the guidance of the Site Coordinator, assists with the implementation of the CIS Afterschool Programs, a 21<sup>st</sup> Century Community Learning Center. Familiar with the CIS Model as well as programming components of the 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC). Responsible for ensuring a high level of program quality and working to establish a positive relationship with all program participants, their families and CIS staff. With considerable responsibility, and according to established guidelines and lesson plans, supervise an assigned group of children. Help to provide the necessary physical and emotional care and carry out developmental activities. Help to develop goals for the children, plan activities and evaluate each child's progress.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop, plan and prepare a variety of engaging academic intervention and enrichment, evidence-based youth development, STEM, and family engagement activities with school-aged children.
- As needed, differentiate lessons and activities so they are appropriate for students of various ages and with various abilities.
- Prepare and gather materials and supplies prior to programs daily.
- Assist and supervise children during all activities.
- Assist children with meal/snack time and clean-up.
- Clean-up site when children depart. Inspect and return supplies to appropriate place. Follow proper cleaning requirements and procedures.
- Ensure that site appearance, cleanliness and safe environment are appropriately maintained.
- Attend and participate in staff meetings and site events as requested.
- Communicate appropriate information to parents.
- Assist in enrollment, recording and submitting daily attendance records, and any other required documents assigned by site coordinator.
- Adhere to policies, procedures, and child care licensing guidelines in a pro-active manner, making the safety and care of children primary focus.
- Build a positive relationship with each after-school participant and foster positive connections between participants. Actively engage with children at all times with the goal of fostering the positive development of each child and the group.
- Interact professionally and appropriately with children, parents, CIS staff, MPS staff, community members and partners.
- Effectively manage assigned group. Maintain and enforce progressive discipline policy. Report observations and incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) to site coordinator.
- Participate in and evaluate the effectiveness of activities and events.
- Actively participate in all aspects of staff or member development, including supervision, team meetings, orientation, and training. Must obtain a minimum of 16 hours of professional development during the calendar year.
- Maintain confidentiality for all CIS clients including but not limited to students, families, etc.
- Comply with all CIS policies and procedures.
- Complete all other relevant programmatic duties assigned by supervisor.

## **QUALIFICATIONS**

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.

- Understand and apply basic child and adolescent development principles.
- Communicate and develop positive relationships with youth.
- Adapt, facilitate and evaluate age appropriate activities with and for the group.
- Respect and honor cultural and human diversity.
- Involve and empower youth.
- Identify potential risk factors (in a program environment) and take measures to reduce risk.
- Care for, involve and work with families and community.
- Work as part of a team and shows professionalism.
- Demonstrate the attributes and qualities of a positive role model.
- Interact with and relate to youth in ways that support asset building.

## **EDUCATION and/or EXPERIENCE**

Minimum High Diploma with demonstrated relevant equivalent experience in working with school-age children and/or youth development.

## **MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS**

- Must be able to stoop, getting on the children's level, and move quickly enough to protect children
- Ability to communicate effectively (verbal and written)
- Interpret policy, procedures and data
- Maintain emotional control under stress

## **SUPERVISORY RESPONSIBILITIES**

None

## **WORK ENVIRONMENT**

Regular and satisfactory attendance and punctuality are required.

Other duties within the scope of the employee's skills and abilities as assigned by the supervisor.

Criminal background check required.

Availability to work during program hours Monday – Thursday throughout the school year. Occasional evenings and weekends.