



## **Salisbury Academy After School Employee Job Description and Responsibilities:**

### **DUTIES AND RESPONSIBILITIES:**

- Works productively and consistently with After School Program Supervisor and school personnel
- Assists in the coordination and the distribution of afternoon snacks
- Assists in registration and attendance
- Maintains order and procedures during all activities; e.g. classroom, gym, playground, etc.
- Attends designated orientations and in-services
- Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior; check and assist students with homework as necessary
- Assist students by providing proper examples, emotional support, a friendly attitude and general guidance
- Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records
- Set up activities, work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies
- Assist students in such physical tasks as putting on and taking off of outerwear, moving from room to room, using the lavatory and others; assist students in getting on and off the bus
- Assure the health and safety of students by following health and safety practices and regulations
- Direct group activities of students as assigned; assist in monitoring playground activities as assigned; assist in emergency drills, assemblies, and play
- Perform other duties as assigned
- Maintain regular attendance

### **KNOWLEDGE OF:**

- Basic childhood development
- Safe practices in classroom and playground activities.
- Interpersonal skills using tact, patience and courtesy
- Basic record-keeping techniques

**ABILITY TO:**

- Learn child guidance principles and practices
- Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities
- Perform routine clerical duties in support of classroom activities
- Print and write legibly
- Understand and follow oral and written directions
- Learn procedures, functions and limitations of assigned duties
- Learn to apply and explain policies and procedures related to school and program activities
- Work cooperatively with others
- Monitor, observe and report student behavior according to approved policies and procedures
- Operate instructional and office equipment

**PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds