

Better Basics
JOB DESCRIPTION

JOB TITLE: Aide - HOPE 21st CCLC

WORK STATUS: Seasonal

WORKWEEK: 15 Hours (M-F)

WAGE CLASSIFICATION: Non-Exempt, Hourly

POSITION SUMMARY (functions and objectives):

- Assists Teachers during academic and enrichment activities and ensures successful student participation.

ESSENTIAL PERFORMANCE SKILLS, DUTIES AND RESPONSIBILITIES:

- Guides students in all aspects of HOPE Center activities including check-in, snack, fitness, homework remediation, academic intervention and enrichment, circle time and special events.
- Assists Teachers with set-up and clean-up of all materials and equipment for daily activities
- Responsible for acquiring and setting up snack time daily.
- Assists in teaching daily lessons in fitness/health/nutrition and community building (circle time).
- Utilizes materials provided by Better Basics to carry out all lesson plans
- Practices positive behavior supports to maintain good discipline and a positive learning environment during entire afternoon.
- Resolves conflicts among students, enforces behavior management policy, and keeps accurate records of same for student files.
- Sets a good example for students and others with regard to cleanliness, appropriate dress, punctuality, sharing clean-up and chores, and sportsmanship
- Encourages respect for personal property, program and recreation equipment, and facilities
- Assists teacher with all required reports including attendance sheets, injury reports, snack counts, and discipline records
- Maintains awareness of the health and well-being of assigned students.
- Attends all required staff training and orientation meetings

ESSENTIAL TECHNICAL SKILLS, QUALIFICATIONS, EDUCATION/EXPERIENCE:

- Classroom teaching experience preferred
- Excellent organizational and communication skills
- Knowledge of federal and state regulations governing 21st Century Community Learning Centers
- Able to use and instruct others in the use of iPads, laptops, interactive white boards and web-based software.
- First Aid/CPR Certification (or ability to gain)
- Professional appearance and disposition with volunteers and staff
- Approved background check
- Reliable transportation to and from work site

PHYSICAL DEMANDS:

- Ability to transport up to 30 lbs. of books and materials
- Ability to work outdoors and indoors without air conditioning, depending on student activities

Job Description –Aide– HOPE 21st CCLC (continued)

WORK ENVIRONMENT:

- Primarily in 21st Century HOPE CLC site in Fairfield located in a public school
- Occasional off-site field trips
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BY SIGNING BELOW, YOU AGREE THAT YOU HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION AND HAVE RECEIVED A COPY OF THIS DOCUMENT.

EMPLOYEE SIGNATURE

DATE

BETTER BASICS IS AN EQUAL OPPORTUNITY EMPLOYER