



## POSITION DESCRIPTION

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**POSITION TITLE:** Program Assistant

**SUPERVISOR'S TITLE:** Program Director

**DEPARTMENT/LOCATION:** Program Services

**FLSA Status:** Non-Exempt

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### **Job Summary**

The program assistant provides developmentally appropriate activities and environment for school-age children. Works with children in an AYS before-and after-school program in compliance with COA Council on Accreditation standards and AYS policies and procedures.

### **POSITION ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **ESSENTIAL FUNCTIONS**

- ▶ Supports the development of curriculum plans and executes appropriate activities for children each week
- ▶ Works unassisted with a group of children
- ▶ Monitors playground, gym and any other areas where the children may be
- ▶ Works co-operatively with staff members, parents and children
- ▶ Assists in fee collections, goal setting and planning for the program
- ▶ Participates in the weekly job rotation of duties, including, but not limited to snack preparation, sign-in procedures, clean up, bathroom monitoring, equipment maintenance, etc.
- ▶ Report to work daily, on time and ready to work
- ▶ Participate in weekly staff meetings, submitting ideas and directions for activities and snacks for the program
- ▶ Assist in implementing required curriculum components in the program
- ▶ Implement and follow all accreditation and licensing requirements, including COA, and follow Standards at all times in the program
- ▶ Communicate effectively in listening, writing, and speaking with team members, parents, school/church staff and the children
- ▶ Represent AYS in a positive way to parents and children, staff and school/church personnel
- ▶ Attend school functions and events as needed
- ▶ Ensure that childcare routines are carried out in a manner that is prompt, hygienic and consistent with good child development principles. This includes routines related to bathroom use, hand washing, snack preparation, eating habits, transitions between activities, cleaning the area etc.
- ▶ Follow all AYS policies and procedures as directed in the Personnel Manual and the Program Manual

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*This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

- ▶▶ Attend training sessions in the Professional Development Center
  - Attend all required training per year through the Professional Development Center, continuing education classes, or other approved training courses
- ▶▶ Training Requirements:
  - All core training classes must be completed within the first 90 days of employment or within the first 90 days of each school year. For continued employment with AYS, Inc., employees must meet this requirement
- ▶▶ Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing

## **SECONDARY RESPONSIBILITIES**

- ▶▶ Maintains a professional working relationship with school/church staff
- ▶▶ Work cooperatively with all team members
- ▶▶ Performs all other duties as assigned

## **EDUCATION AND/OR EXPERIENCE**

To perform this job successfully, an individual must have the following education and/or experience.

- ▶▶ Minimum of a high school diploma or GED required
- ▶▶ No experience required, however related experience is valued

## **KNOWLEDGE, SKILLS, AND ABILITIES**

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ▶▶ Basic understanding of child development acquired through practical experience and/or direct instruction preferred
- ▶▶ Proficiency in using computers and related software; experience with Word, Excel and Outlook
- ▶▶ Collaborates with and supports coworkers by helping out where needed; creates and maintains positive relationships with coworkers; asks for and listens to coworker feedback and incorporates feedback into revised processes
- ▶▶ Completes work on time and with proper quality
- ▶▶ Supports cross-training and shares learning with others

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ▶▶ Regularly required to sit and stand for extended periods of time
- ▶▶ Must be able to lift children and equipment up to 50lbs occasionally
- ▶▶ Able to move quickly to intervene in dangerous situations
- ▶▶ Problem solving abilities
- ▶▶ Able to make decisions without supervision
- ▶▶ Able to make sound decisions that affect other people, the financial resources, and/or the image and reputation of the organization

## **CORE COMPETENCIES**

- ▶▶ Collaboration/Team-Oriented
  - Demonstrates the ability to effectively communicate through all media
  - Works collaboratively and cooperatively with staff, school and parents
  - Is flexible
  - Assists in the creation and implementation of required curriculum components
  - Demonstrates ability to ask for and receive feedback from others and works to make changes when needed
- ▶▶ Integrity
  - Treats others with respect and dignity—encourages a climate of trust and openness
  - Handles issues and concerns with firmness and fairness
- ▶▶ Positive
  - Demonstrates positive attitude toward work and the children
  - Is Willing to take on new tasks and responsibilities
- ▶▶ Resilient/Tenacious
  - Demonstrates confidence
  - Participates in team meetings and is willing to implement suggestions to improve program quality
  - Takes initiative to ensure that the program is running smoothly
- ▶▶ Safety
  - Attends training sessions on program safety
  - Provides a safe place for the children to be before and after school
  - Follows procedures to ensure the children and staff are safe

**Employee Name (printed)** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_

**Date**\_\_\_\_\_