

Goleta Union School District

After School Program Assistant

Basic Function

Under the direction of the Afterschool Coordinator and Program Leader, perform a variety of activities and tasks to assist in the afterschool supervision and care of students.

Representative Duties

Assist Program Leader with daily activities

Assist students with homework assignments

Supervise student activities

Direct students into safe activities

Assist in the management of student behavior through the use of positive reinforcement strategies and techniques

Assist in the preparation of a variety of materials for use with individual or small groups of students

Maintain an orderly, attractive, and positive environment for students

Maintain a positive attitude and be a positive role model for students

Perform related duties as assigned

Assist in the maintenance of attendance records as required

Attend staff meetings, training and workshops as required

Communicate regularly with the Program Leader

Knowledge and Abilities

Knowledge of:

Basic concepts of child growth and development, and developmental behavior characteristics.

Student behavior management strategies and techniques.

Proper English usage, grammar, spelling, punctuation and vocabulary.

Basic arithmetic concepts.

Basic computer skills

Ability to:

Demonstrate an understanding, patient and receptive attitude toward students of varied age groups

Communicate effectively both orally and in writing

Perform routine clerical tasks

Operate a variety of educational and office related machines and equipment

After School Program Assistant

Understand and follow oral and written instructions

Establish and maintain cooperative and effective working relationships with others

Any combination equivalent to: graduation from high school supplemented by course work or training in child growth and development, instructional technology or closely related field and one year of experience working with elementary age students.

Licenses and Other Requirements

Satisfactory completion of the California High School Examination and NCLB test before start date.

Working Conditions

Environment

Indoor/Outdoor environment.

Physical Demands

Standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Hazards

None