

Plummer-Worley Joint School District No. 44
P. O. Box 130/1157 E. Street
Plummer ID 83851-0130

JOB DESCRIPTION

POSITION TITLE: **SUCCESS CENTER ASSISTANT**

REPORTS TO: Success Center Director, Elementary Principal and Superintendent of Schools

SUMMARY: Is a member of the District's Classified Staff. Will assist the director to implement and facilitate an after school program for school age children in our district in conjunction with the 21st Century Community Learning Centers grant. This program will offer snacks, homework help, crafts, games, enrichment activities, sports and community in a structured environment for the children who participate.

DUTIES AND RESPONSIBILITIES

1. The Success Center Assistant will work with the director to offer a program that is consistent with the adopted goals and philosophy of the school district, and within the guidelines of the 21st Century Community Learning Center grant. Specifics include academic support, enrichment learning, and family involvement.
2. Shall help to plan each days activities based upon the needs and interests of the children as well as the guidelines of the program.
3. Provide support to staff and tutors by being accessible, supportive, encouraging, and attentive to their concerns or needs.
4. Maintain accurate records, including attendance and testing records, and data bases needed to support the program and provide accurate, on-time reports to the State Department of Education as required and requested by the program director.
5. Assist the director in planning and leading all activities in the program, such as tutoring, enrichment, Saturday excursions, family nights and field trips. Must be in direct contact with the students for 12 hours per week.
6. Provide a nurturing environment for the children.
7. Maintain an orderly physical environment conducive to the goals of the program.
8. Visit with parent/caregiver when they are in the facility.

9. Keep daily attendance and enter onto State website
10. Update student and class information on the state website as needed
11. Keep records of purchases and inventories of supplies and equipment.
12. Assist in the preparation and maintenance of program material.
13. Enforce the district-approved discipline policy and report persistent behavior problems to the director.
14. Supervise and assist other staff and volunteers with activities.
15. Be knowledgeable of emergency procedures.
16. Maintain bulletin boards.
17. Assist in preparation of the Success Center newsletters.
18. Make copies, prepare and distribute fliers and reminders.
19. Prepare, supervise and clean up after snack.
20. Ensure that Success Center room is tidy.
21. Assist in the preparation, supervision and clean up of Family Nights and Field Trips.
22. All other duties as assigned.
23. Maintain the highest levels of confidentiality with both student and employee matters at all times.

This job description is not intended to be all-inclusive, and the employee will also perform other duties as assigned by the Building Principal, Superintendent and Board of Trustees.

QUALIFICATIONS

1. Experience working in education, recreation or a related field.
2. Background knowledge in the core subject areas; previous child care experience.
3. Hold current CPR and First Aid cards.
4. Ability to follow plans and instructions and comply with the terms of the grant.
5. Ability to do a variety of physical and mental work. Must be in good health. 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 accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, and hear, as well as walk, run, and reach with hands and arms. Specific vision abilities required to do this job include close vision and the ability to adjust focus.

6. Ability to work and relate well with students and adults.
7. Ability to pass a background check with the State of Idaho and FBI.

TERMS OF EMPLOYMENT

1. This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the district so long as employment continues.
2. An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and procedures which have been reduced to writing and made available to the employee at the building principal’s office and the district administration office.
3. The employment period shall be for 10½ months with vacations and/or breaks as specified in District rules and regulations. Specifically, it is intended that the assistant work twenty (20) hours per week while students are in school, including one (1) evening per month, and four (4) Saturdays throughout the year. There is also a five (5) week summer session. The salary shall be commensurate with the employees appropriate place on the approved wage scale.

EMPLOYEE ACKNOWLEDGMENT

Date

Employee

The purpose of this job description is to illustrate the nature of the job and related duties. This job description does not constitute a written or implied contract of employment. This district reserves the right to revise or change job descriptions including duties and responsibilities as the need arises.