

SAC SITE ASSISTANT

Reports to:	Coordinator, Adult & Community Education
Classification:	Classified
FLSA Status:	Non-Exempt
Terms of Employment:	Part-time/hours as scheduled
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

To assist with before and after school programming and supervision of children.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Assist with supervision of children grades K-4 in before and after school environment.
- Assist SAC Learning Leader with program activities.
- Manage student behavior constructively.
- Maintain a safe environment for students.
- Assist with attendance and other program record-keeping as required.

SUPERVISORY RESPONSIBILITIES:

- Supervises children, program staff and volunteers, as assigned

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Must have a high school diploma; 60 hours of college credit, preferred.
- Three successful years in working with children.

OTHER SKILLS AND ABILITIES:

- Enjoy working with children.
- Deal pleasantly with staff, parents, and students.
- Be a self-starter who can take charge of situations and be able to solve practical problems.
- Maintain confidentiality; unquestionable integrity.
- Ability to perform duties in full compliance with district requirements and Board policies.

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is

occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud and is performed inside and outside during all seasons.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

SAC Site Assistant
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