

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title:           **GRANT FUNDED AFTER SCHOOL HIGH SCHOOL AIDE**  
Department:            School Site  
Reports:                 Site Supervisor

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#### **SUMMARY:**

Under the direction of the Site Supervisor, performs supportive instructional and clerical duties and other related activities as required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* Paired with college-level or adult Instructional Aide, works as a team member to deliver instructional and recreational programs to the appropriate students in the After School Grant Program.
- \* Performs clerical and related duties that support instructional and recreational programs, such as duplicating materials.
- \* Assists in student tutoring and activities under the direction of a Site Supervisor.
- \* Operates standards school equipment such as laminator, copier, audiovisual, etc.
- \* May escort children to and from various activities.
- \* Must attend monthly paid two-hour in-service meetings.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily under the direction of the Site Supervisor. 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:**

Academically successful high school student, preferably enrolled in 11<sup>th</sup> or 12<sup>th</sup> grade. (Outstanding 10<sup>th</sup> graders will be considered).

#### **LANGUAGE SKILLS:**

Ability to read and comprehend instructions, short correspondence and memos. Ability to write simple correspondence in standard English. Ability to listen well. Ability to effectively present information in standard English in one-on-one and small group situations to students and employees of the After School Program.

#### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent. Ability to draw and interpret bar graphs.

#### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out written or oral instructions. Ability to promptly deal with problems involving concrete variables in standardized situations. Ability to discern when such problems should be referred to the site administrator for resolution.

**OTHER SKILLS AND ABILITIES:**

Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely in standard English, both orally and in writing. Ability to give and follow directions. Ability to perform duties with awareness of all district requirements and Board of Trustee policies, as indicated in the Employee Notification packet.

**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 required.

While performing the duties of this job, the employee is regularly required to speak and hear. The employee may also be required to stand, walk, run, climb, balance, jump, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to push items of 50 pounds, such as pushing children on a bike, or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

**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 sometimes loud, within a standard acceptable level for this environment. Under the direction of the Program Coordinator and Site Administrator, the employee is continuously responsible for the safety, well-being and work output of students.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed in this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***