



Job Title: After-School Staff Member

Position Title: After School Staff Member	Reports to: Auxiliary Programs Coordinator
Job Category: Support Staff	FLSA: Non-exempt
FTE: PT, Variable hours; school year position	Current Date: February 2022

General Summary: Provide developmental care and supervision to children in the USM After School Program to provide enrichment opportunities. Implement age-appropriate activities and curriculum for children while establishing and maintaining positive relationships with children and families.

Essential Duties and Responsibilities:

- Provide continuous supervision to children enrolled in the After-School Program while ensuring their health, safety, and well-being. Interact with children in a way which conveys respect and nurturing.
- Maintain an accurate attendance and tracking system to ensure you know the whereabouts of all children at all times.
- Maintains the facilities in a clean, orderly, and safe condition; set up rooms and areas for various activities such as snack times, naps, games, etc.
- Follow a weekly program plan for your assigned group
- Play with children.
- Record daily observations for each child, including specific information pertaining to each child for that day.
- Attend to the personal hygiene of each child in your care, including soiled clothing, washing hands, and assisting in toileting.
- Serve as a resource in the After-School Program as a whole.

Knowledge, Skills and Abilities:

- Ability to work collaboratively with others and maintain positive professional relationships.
- Excellent communication skills.
- Strong interpersonal skills; capable of using tact and diplomacy in dealing with others.
- Excellent organizational skills with a strong degree of self-direction and motivation
- Ability to be flexible and multi-task.
- High level of maturity, confidentiality, and assertiveness.
- Demonstrate behavior that is professional, ethical, and responsible.

Education and Experience:

- High School Diploma or GED preferred
- AED & First Aide Certification trained
- 1-2 years related experience preferred

Working Conditions: Good working conditions in a daycare environment

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and ability to adjust focus.				X
Hearing: Must be able to hear well enough to communicate with students, employees, and others.				X
Standing/walking/sitting				X
Climbing/Stooping/kneeling/balancing.			X	
Lifting/pulling/pushing up to 5-40 lbs. (i.e. children, boxes of books, toys, etc.)				X
Manual dexterity to operate computer and office equipment.				X
Bending at the neck and waist.				X
Communication: Ability to talk, hear, and express and understand ideas and thoughts. Able to meet multiple demands from several people and interact with public and staff.				X



Drug Free Workplace:

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at University School of School of Milwaukee pursuant to the Substance Abuse/Drug Free Workplace policy.

Disclaimer:

The information contained in this 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 the position and additional rules may be assigned.