

Position: Instructional Aide III– ASES Site Leader
Department: ASES After School Program
Reports To: Child Development Program Site Supervisor **Grade:** 13

SUMMARY

Works in a classroom setting supporting Site Supervisors by providing direct instruction to individual and small and large groups of students. Provides clerical and other classroom support services to the afterschool program. Implements classroom management techniques and supervises student behaviors in the classroom and on the playground. Arrange supplies, materials and equipment for student use. ASES Site Lead must comply with State competency, Basic Skills Testing to qualify for the position.

NATURE AND SCOPE

Supervises the daily activities in an after school program. Implements an appropriate educational and recreational program: plans daily activities.

Assists with Plans and implementation of activities as determined by the Child Development Site Supervisor. Performs assigned tasks in daily recording of attendance, preparation of snack and record-keeping for Food and Nutrition Program. Assists with monitoring the need for basic materials and supplies. Demonstrates high standards in maintaining the safety and behavior of the children. Maintains a clean learning environment. Assists in determining and organizing staff development activities.

Works under minimal supervision of the Child Development Site Supervisor. May be required to work independently by supervising the classroom and students. Have a broad range of general level skills and knowledge in order to provide basic instruction, clerical services and use classroom management techniques in small and large groups. Work is performed in a classroom or small group environment where there is moderate exposure to communicable disease and hygiene needs of young children.

DISTINGUISHING CHARACTERISTICS

Ability to lead a team and to establish a safe and healthy program. Demonstrated ability to use computers to monitor attendance and work with the Child Development Site Supervisor to monitor budget and expenditures.

ESSENTIAL TYPES OF DUTIES (Examples)

- Presents learning materials and instructional exercises to students. Conducts lessons and other classroom activities. Prepares for and assists with various program projects. Cleans up after classroom projects.
- Works with large and small groups of students. Gives homework support instructions to students in reading, writing, spelling, math or other subjects.
- Reports progress regarding students' performance and behavior to Site Supervisor. Evaluates student progress in a wide variety of skills.
- Maintains order among the children in the classroom and on the school grounds. Supervises students as assigned in the classroom, playground, cafeteria or at various school-wide activities such as field trips and assemblies.
- Monitors classroom activities and actively supervises students. Accompanies students going from one location to another and upholds behavioral procedures.
- Performs a variety of clerical duties such as preparing a weekly lesson plan, taking attendance, following attendance procedures and regulations.
- Prioritizes tasks and exercises good time management and organizational skills.
- Prepares Instructional materials.
- Performs a variety of clerical duties such as preparing instructional materials, taking roll, maintaining attendance records (data entry), files and word processing classroom materials.
- Assists students by providing proper examples, emotional support, a friendly attitude and general guidance. Assures the health and safety of students by following prescribed health and safety rules of the District.
- Assists the Child Development Site Supervisor in assessing programs and materials to meet the needs of the children. Collects and assembles learning materials, supplies, equipment and other resource materials.
- Prepares bulletin board materials and decorates the classroom. Maintains a neat, orderly and attractive learning environment. Sets-up and operates audiovisual equipment, computers, copying machines and other related equipment as needed.
- Plan all student activities weekly with the Child Development Site Supervisor.

- Monitor daily attendance. Make phone calls on absent children. Assist with reconciling sign-out sheets with monthly attendance, and annual percentage calculations.
- Organize snack procedures. Monitor safe food handling protocol by staff and students. Ensure adequate hand-washing routines. Maintain current snack roster, returning of excess snack, and food ordering procedures.
- Facilitate staff meetings as directed by Child Development Site Supervisor
- Communicate with site principal and classroom teachers as needed.
- Performs related duties and responsibilities as required to accomplish the objectives of the position

QUALIFICATIONS

Knowledge, Skills and Abilities: Evidence of at least six months of successful experience in working with and/or supervising other personnel in a program for children. Strong communication skills with students, teachers, and parents. General knowledge of basic clerical and record-keeping processes. Knowledge of elementary curriculum and enrichment activities preferred.

Abilities: Ability to perform the essential responsibilities and work tasks of the position. Demonstrated ability to understand and interpret after school program instructions in order to instruct children. Ability to understand and be sensitive to the needs and differences of children with special needs and disabilities. Requires the ability to balance emotional support and exercise good judgement when dealing with behavioral problems. Can refer to Child Development Site Supervisor if extra support is needed. Ability to perform clerical and classroom support duties with minimum supervision. Ability to perform clerical and classroom support duties with minimal supervision.

Physical Abilities: Requires sufficient arm, hand, finger dexterity in order to operate keyboard, and other office equipment. Requires visual acuity to read words, numbers. Requires lifting of light to moderate objects on an occasional basis. Requires ambulatory ability to go to different locations. Requires the ability to take precautions against a nominal exposure to health and safety risks. Requires speaking and hearing to communicate in person or over the phone.

Experience and Training: ECE units, an Associate of Art degree or equivalent preferred. Experience working with children in a group setting is required. Bilingual is highly desirable. (Spanish/English) Must pass the District's Basic Skills Test applicable to the position or, provide college level transcripts in English and Math. To receive the Bilingual Stipend (Spanish), you must take and pass the District Bilingual Test.

Licenses or Certificates: First aid and CPR.

Rev: 1/7/21
Board Approved: 5/26/21