

## **JOB DESCRIPTION**

### **EXTENDED DAY PROGRAM – SUPPORT STAFF**

**SUPERVISOR:** School Principal, EDP Site Director

**SUPERVISES:** Students

**GOALS:** The Extended Day Support Person will:

1. Provide competent day care supervision that allows for the intellectual, social, and emotional growth of the individual student
2. Plan and implement the curriculum as directed by the Site Director in accordance with school system policies
3. Participate in staff and community development
4. Assume the duties of the Site Director in an emergency

**DUTIES:** 1. Supervision

- a. Promote and adhere to the established Extended Day and school system policies
- b. Conduct constructive, competent supervision during Extended Day hours in the morning until the duty teacher arrives and from the end of the school day until 6:00 P.M. or until all students are picked up
- c. Assist the Site Director in monitoring student arrival and departure
- d. Hold accountable any student displaying disorderly, disruptive, or abusive behavior
- e. Maintain accurate teacher and student attendance records and submit to on a weekly basis to the Site Director
- f. Assist the Site Director in establishing and implementing orderly emergency evacuation procedures
- g. Implement appropriate action for sick or injured students
- h. Supervise and assist students in cleaning the area at the end of each morning and afternoon session
- i. Report to the Site Director any personal absences due to illness or emergency as soon as possible so that a substitute may be secured
- j. Perform any other duties as assigned

## **JOB DESCRIPTION (Continued)**

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2. Curriculum
  - a. Assist the Site Director in planning and implementing the meaningful activities for students on a monthly basis considering individual student interest and capability
  - b. Assist in coordinating and supervising the program's activities in conjunction with the Site Director
  - c. Assist the Site Director in design, publication, and distribution of a monthly activities calendar
3. Staff and Community Development
  - a. Foster an attitude of mutual respect and responsibility between the administration and the staff
  - b. Assist the Site Director in establishing and maintaining good community relations through parental conferences and a continual informal assessment of community needs
  - c. Participate in professional meetings and workshops
4. Assumption of Site Director's Duties
  - a. Assume the duties of the Site Director during his/her absence. (See duties outlined in the administrative job description.) If necessary, secure a substitute for the duties of the Extended Day Support Teacher
  - b. Request any necessary assistance from the school Principal or Administrator.

#### **QUALIFICATIONS:**

In accordance with State Guidelines, an employee must be a mature competent person, at least eighteen (18) years of age and of good reputation, who can combine the duties of administration/supervision with the duties of providing an environment conducive to the physical, emotional, and social growth of children.

Reviewed and agreed to by: \_\_\_\_\_

Signature

\_\_\_\_\_

Date