



Job Title:	Part-Time After-School Care Worker
FLSA Status:	Non-Exempt
Department:	After-School Care Program
Dept Code:	ASCP
Job Code:	497
Primary Supervisor:	Before & After-School Care Coordinator
Secondary Supervisor:	Superintendent
Grade Band Served:	AGB
Location:	In-person/ On-site
Minimum Hours/Days:	Primarily 2:00pm to 6:00pm, Monday – Friday
Period of Time:	All Open Days of Published School Calendar
Salary Range starts at:	\$14.00/Hour

SUMMARY: The Coweta Charter Academy After-School Care Worker is joyful, encouraging, has a cheerful disposition, and exudes love for our students. Calm in tone, action and decision making, the After-School Care Worker interacts with the students thoughtfully and knows each by name. The After-School Care Worker is a multi-tasker who demonstrates self-initiative by seeing what needs to be done and assists without necessarily being requested to do so. The person will manage student oversight and care in line with the goals of the school.

ESSENTIAL FUNCTIONS: During the assignment, the minimum performance expectations include, *but are not limited to*, the following essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Specific Duties and Responsibilities:

- Provide a safe, loving, and nurturing environment for after-school care students in grades Kindergarten – 8th.
- Help prepare snacks for each day being aware of student allergies.
- Supervise daily program of various activities (crafts, outside time, etc.) and homework times.
- Maintaining an organized and clean environment and ensuring students conduct themselves appropriately per the codes.
- Ensuring that all school rules, policies, and guidelines are adhered to in the program.
- Reports all student discipline problems to the appropriate authority immediately or as soon as is reasonably possible.
- Attends and actively contributes to all required meetings.
- Participates in trainings and certifications, as required.
- Complies with and supports state regulations and policies.
- Follows all rules, procedures, policies, and guidelines of CCA.
- Performs other related duties as assigned by School Leadership or Aftercare Coordinator in accordance with school/state policies and practices.

Critical Performance Competencies:

- Positively support the school's policies, practices, and work collaboratively and professionally.
- Be truthful, positive, and purposeful when communicating with others.
- Be flexible and adaptable in dealing with new, different, or changing requirements.
- Hold self and others accountable to carry out tasks and responsibilities.
- Understands how both diverse and unique characteristics of students and their families impact required support.

- Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students.

Professionalism:

- Cheerfully follow all applicable policies in the Staff Handbook and comply with all administrative directives.
- Consistently show excellence in work, punctuality, speech, attitude, dress, and attention to administrative duties.
- Maintains and respects confidentiality of student and school personnel information.
- Establishes and maintains positive rapport with families.
- Works collaboratively with other care workers.
- Maintains professionalism when communicating with stakeholders.
- Is positive and supportive of CCA, its initiatives, its policies, and other staff members in all communications with stakeholders.
- Follows chain of command.

MINIMUM REQUIRED QUALIFICATIONS:

- Minimum High School Diploma AND
- Candidate must be at least 21 years of age AND
- Minimum of two (2) years' experience working as an after-school teacher, teaching assistant, or a similar role AND
- Pass required background check AND
- Have reliable personal transportation AND
- Possess a valid driver's license

OTHER REQUIRED QUALIFICATIONS:

- Ability to communicate well with school personnel, parents, students, and district office staff while complying with the confidentiality requirements in local, state, and federal policies.
- Ability to display a professional attitude in working with school personnel and parents.
- Proficient knowledge of computers, online curriculums/tools, and various operating systems.
- Ability to rapidly learn and adapt to new technologies, platforms, and/or tools as needed.
- Demonstrate initiative and the ability to handle multiple tasks simultaneously.
- Ability to work independently as well as collaborate and communicate effectively within a team.
- Demonstrates strong interpersonal skills using tact, patience, and courtesy.
- Excellent presentation and public speaking skills.
- Excellent written and verbal communication skills.
- Strong work ethic and self-motivation.
- Ability to problem solve independently.
- Excellent organization skills.
- Outstanding attention to detail.
- Ability to travel 10% of the time, as required.

DESIRED QUALIFICATIONS:

- Preferred Certified Paraprofessional/Teacher, some College Credit, or Associate's Degree
- Reading, Math, SE certifications or endorsements
- Experience working with proposed age group

- Experience supporting adults and children in the use of technology
- Experience working in a brick-and-mortar educational environment
- Proficient in use of Microsoft Office Tools (Outlook, Word, Excel, PowerPoint, Project, etc.)
- Previous experience as a Parent, Advisor, or Teacher at Coweta Charter Academy
- Bi-lingual

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.

- Primarily, hours are scheduled M-F, between 2:00pm and 6:00pm.
- Hours worked are in-person and on-site.
- This position may require traveling up to 10% of the time, possibly for to get supplies.
- In-person attendance at professional development, training, conferences, job fairs, meetings, school events, marketing events, and testing sites may be required several times per year.
- Ability to stand and walk for extended periods is required.
- Light lifting up to 30lbs is required.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor; and if federally funded, as allowable under the federal requirements under that fund. All employment is “at-will” as governed by the law of the state where the employee works. It is further understood that the “at-will” nature of employment is one aspect of employment that cannot be changed except in writing and signed by an authorized officer.