

**MUSTANG PUBLIC SCHOOLS**  
**MUSTANG, OKLAHOMA**

<b>TITLE:</b>	Bronco Club Teacher Assistant
<b>QUALIFICATIONS:</b>	High School diploma or equivalent; Mustang Public Schools Support Staff and Substitutes; Good oral and written command of English
<b>REPORTS TO:</b>	Bronco Club Site Coordinator & Community Educations' Bronco Club District Coordinator

**PERFORMANCE RESPONSIBILITIES:**

1. Follow, assist with, and implement program activities as set forth by the site coordinator.
2. Work directly with children to meet their needs under supervision of coordinator.
3. Remain actively engaged, involved, and interact with children.
4. Prepare and serve snacks, clean-up area after snack time.
5. Put away equipment and materials at the end of each day.
6. Report out-of-the ordinary behavior problems to teacher and site coordinator.
7. Work cooperatively with the site coordinator implementing activities.
8. Establish and maintain cooperative relations with co-workers.
9. Shall not perform regular support staff duties during Bronco Club.
10. Maintain appropriate emotional control, physical health, and personal appearance.
11. Maintain confidentiality.
12. Abide by all district, federal and state laws, policies, and procedures.
13. Other duties as assigned.

**TERMS OF EMPLOYMENT:**

Contract will be for the length of the school year. Rate of pay is \$16.00 an hour.

**EVALUATION:**

Job performance to be evaluated by the Bronco Club Coordinator.

**PHYSICAL DEMANDS:**

Ability to stand, walk, squat frequently.

Ability to lift up to 10 pounds frequently.

Ability to walk or move long distances from location to location around the building multiple times each day.