

# WENTZVILLE R-IV SCHOOL DISTRICT

## Position Description

Locator: 2.39

**Position Title:** Before/After Care Aide

**Reports To:** Coordinator of Before and After School Programs/Building Principal

### **SUMMARY**

Responsible for assisting students in the before/after school care program. Responsibilities include, but are not limited to, creating a positive and safe learning environment for all children.

### **QUALIFICATIONS/REQUIREMENTS**

The Before/After Care Aide shall have earned a high school diploma or its equivalent. A minimum of one year experience in related field preferred.

### **ESSENTIAL JOB DUTIES**

- Provides emotional support and encouragement to students.
- Attend I.E.P. meetings as needed.
- Manage student behavior, including time on the playground.
- Assists in provision of physical care of students as needed.
- Communicate with parents regarding the students' performance, conduct, and attendance.
- Participates in all required meetings such as monthly staff meetings, workshops and conferences.

### **PHYSICAL DEMANDS**

- Exert 50 to 100 pounds of force occasionally (33%), or and/or
- Exert 25 to 50 pounds of force frequently (33-55%), and/or
- Exert 10 to 20 pounds of force often to move object

### **OTHER DUTIES AND RESPONSIBILITIES**

Performs other appropriate duties as assigned by the Coordinator of Before and After School Programs/Building Principal.

### **MENTAL DEMANDS**

Ability to function in a multi-tasking environment. Flexibility to adapt to changing operational conditions. Excellent interpersonal and public relations skills. Ability to function in high stress situations. Ability to communicate clearly both verbally and in writing. Ability to read, learn and respond to a variety of job related subjects.

### **ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

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**Page 2**

**TERM OF EMPLOYMENT**

Salary and work year to be in accordance with current pay plan and District policy.

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services personnel.