Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	**BEFORE/AFTER SCHOOL AIDE**
Department:	School Site
Reports:	Site Administrator and/or After School Coordinator

SUMMARY:

Under the direction of the site administrator and/or after-school coordinator, the before/after-school aide is responsible for helping out with activities, games, crafts, and homework for participants in the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise and ensure the safety of students before and after the regular school day.
- Maintain a positive, respectful, and supportive environment for students.
- Monitor student behavior and enforce school rules and expectations.
- Ensure supervision areas (indoor and outdoor) are clean, organized, and safe.
- Assist with student check-in and check-out procedures, ensuring accurate attendance records.
- Report any behavioral issues, accidents, or safety concerns to the appropriate school staff.
- Distribute snacks and monitor snack time to ensure cleanliness, safety, and consideration of food allergies or dietary restrictions.
- Support students during designated homework time, offering basic help and encouragement as needed.
- Engage students in age-appropriate games, activities, or quiet time as needed.
- Escort students to and from designated areas such as classrooms, buses, cafeteria, or playground.
- Provide basic first aid when necessary and report injuries according to school procedures.
- Maintain the cleanliness and organization of the designated before/after school area.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Previous work in childcare. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Trustees policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, or hear. The employee is occasionally required to stand, walk, climb, or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to push items of 50 lbs, such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

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.

The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being, and work output of students.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned.