

# **BEATRICE EDUCATIONAL FOUNDATION**

## **AFTER-SCHOOL INSTRUCTIONAL AIDE**

<b>Reports to:</b>	<b>After-School Instructional Aide</b>
<b>Classification:</b>	<b>Hourly</b>
<b>FSLA Status:</b>	<b>Non-Exempt</b>
<b>Terms of Employment:</b>	<b>Days according to school calendar as approved by board policy</b>
<b>Evaluation:</b>	<b>Performance in this position will be evaluated by the After-School Site Coordinator, Site Supervisor and Site Management Team</b>
<b>Compensation:</b>	<b>Reviewed and established annually by the After-School Program Director and the Beatrice Educational Foundation Board of Directors</b>

## **MINIMUM EDUCATIONAL & EXPERIENCE REQUIREMENTS**

- High School diploma or GED
- One year experience in working with children
- Experience working with diverse student populations is preferred

## **JOB SUMMARY**

The Instructional Aide will implement program activities under the direction of the Site Supervisor. The Instructional Aide will work directly with students on a day to day basis, and will monitor student progress. The Instructional Aide will assist with daily attendance and other reporting functions as needed.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES OF THE INSTRUCTIONAL AIDE**

- Follows the direction of the Site Supervisor with regard to policies and procedures.
- Leads, participates in, and is responsible for implementing program activities at the assigned site.
- Participates fully (i.e., implements programs, provides individual attention) in all activities at the assigned site.
- Informs the Site Supervisor of needed supplies for their assigned activities.
- Maintains effective communication with the Site Supervisor at the assigned site.
- Meets with the Site Supervisor to discuss concerns regarding student concerns or needs.
- Respects cultural diversity and creates an inclusive, welcoming, and respectful environment.
- Ensures the safety and wellness of youth by upholding policies through the program's procedures.
- Prepares reports as assigned in an accurate, timely manner.
- Participates in professional development and program-related trainings as assigned.
- Other responsibilities as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Prior experience in activities development and implementation.
- Prior experience working with youth.
- Ability to work collaboratively with youth.
- Ability to multi-task.
- Ability to resolve challenging situations productively and objectively, without personalization
- Ability to manage time and classroom groups.
- Ability to maintain confidentiality of student information.
- Trained in First Aid and CPR for school age children (certification)
- Trained in playground safety.
- Ability to follow written and oral instructions and school age children guidelines.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

- Regular, dependable attendance on the job.
- Physical ability and dexterity to perform the duties and responsibilities of the job.

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