

JOB DESCRIPTION

JOB TITLE: Out of School Time Program Assistant

EMPLOYER: Martin Luther King Community Center

DEPARTMENT: Education

REPORTS TO: Education Coordinator

SUMMARY:

This position is responsible for helping to create a caring and safe environment for the students. Help encourage activities that improve the overall care and quality of education; implement developmentally appropriate activities based on students' interests and needs; ensuring a high level of program quality; working to establish a positive relationship with all program participants, their families and staff.

DUTIES AND RESPONSIBILITIES:

- Assist with the implementation of school-age program activities and encourage participation by children.
- Supports students in academic subjects such as reading, writing, math, and other areas.
- Works effectively with students in after-school activities and assists with behavior management, discipline, interpersonal actions, and acts as a role model.
- Helps mentor students in a variety of learning and life experiences.
- Provides feedback to the Out of School Time Coordinator regarding students to help differentiate lessons and activities so they are appropriate for students of various ages and with various abilities, as needed.
- Actively engages in activities; manages cleanliness, order, and availability of classroom materials.
- Encourages self-help and good hygiene through behavior modeling.
- Ensures a healthy classroom environment, including maintaining appropriate hygiene and cleanliness standards, safety, and security of students.
- Helps ensure smooth, daily transitions for students.
- Effectively manages assigned group.
- Maintains and enforces progressive discipline policy.
- Reports observations and incidents (e.g., discipline, accidents, inappropriate social behavior, etc.) to Education Coordinator.
- Cleans up the site when students depart.
- Inspects and returns supplies to appropriate places.
- Follows proper cleaning requirements and procedures.
- Attends and participates in staff meetings and site events as requested.
- Interacts professionally and appropriately with students, parents, staff, community members, and partners.
- Maintains confidentiality for all students, families and staff.

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- Follows all program policies and state regulations.
- Adheres to all safety guidelines of the Center.
- Maintains personal professional development plan to ensure continuous quality improvement.
- Performs other duties as assigned by the Out of School Time Coordinator.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- High school diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience.

• Certificates, licenses and registrations required:

- Pediatric First Aid/CPR .
 - The MLK Community Center will provide training or reimbursement for successful completion of training.
- Must clear a full background check and provide a record of required immunizations.

• Other skills required:

- At least one year of supervised experience working with school-aged children in a group setting, preferred.
- Spanish fluency is preferred.
- Positive energy.
- Ability to work well with others.
- Regular and satisfactory attendance and punctuality are required.
- Staff must be able to communicate, listen, and work well with others in a team environment.
- Strong oral and written communication skills and basic computer skills.

COMPETENCIES:

- **Productivity** - Manages workload, works efficiently, meets goals and objectives.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to stand.
- Frequently required to walk.
- Frequently required to sit.
- Continually required to utilize hand and finger dexterity.
- Frequently required to climb, balance, bend, stoop, kneel or crawl.
- Continually required to talk or hear.
- Occasionally exposed to outside weather conditions.

- Occasionally exposed to bloodborne and airborne pathogens or infectious materials.
- While performing the duties of this job, the noise level in the work environment is usually loud.
- The employee must occasionally lift and/or move up to 30 pounds.