



**Highland** Community School

*A parent-directed, Montessori charter school*

## ***Highland Community School Job Description***

**Position: After School Assistant**

**Reports to: Program Director**

**General Description:**

The After School assistant supports children in a wrap-around care environment providing students with opportunities of arts and crafts, story time, games, field trips. The person for this position must have experience working with children.

**Essential Duties and Responsibilities:**

Works under the supervision of the program coordinator.

2. Administers standards of behavior and discipline for the purpose of ensuring the safety and well-being of students.
3. Assists in creating, organizing, and instructing a program for children, including arts and crafts, physical activities, organized games and special interests.
4. Assists in involving children engaged in recreational activities to include active and passive participants.
5. Serves school snack.
6. Maintains a clean work environment ensuring that program equipment and materials are kept in good condition.
7. Report's observations and incidents (e.g., discipline, accidents, inappropriate social behavior, etc.) on appropriate forms for the purpose of communicating information to appropriate personnel.
8. Maintains program attendance logs and checks for their accuracy.

9. Must be able to take charge and direct children in the absence of the lead teacher.
10. Ability to assist in developing, coordinating, and directing varied activities involved in an after-school program.
11. Attendance at work is an essential function of this position.
12. The person for this position must be able to move around the classroom to ensure the safety of all children.
13. This position requires staff to be outside with students for periods of time year round.

**Qualifications:**

- High school diploma. Some college preferred.
- Ability to effectively communicate and work well with students, parents, school personnel, and the community.
- Ability to seek guidance and desire to learn.
- Desire to work with children and support adults that teach the children.
- Montessori background or exposure desired, but not required.
- Pass a criminal background check and health screening prior to employment.