

JOB TITLE: After School Staff- Part Time

AP/2

DEPARTMENT: Administration, City of Sylvester

JOB SUMMARY: This position is responsible for conducting daily activities within the classroom.

MAJOR DUTIES:

- o Responsible for supervising a group of elementary aged students and working with other staff members.
- o Adhere to assigned program with minimum supervision.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of office equipment such as but not limited to a personal computer, calculator, copier, fax machine.
- o Skill in public and interpersonal relations.
- o Skill in organizing work.
- o Skill in oral and written communication

SUPERVISORY CONTROLS: The After School Program Director/ Assistant Director assigns work in terms of general instructions.

GUIDELINES: Guidelines include city policies and procedures, general bookkeeping practices, and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of varied duties inside of the classroom.

SCOPE AND EFFECT: The purpose of this position is implement the assigned program.

PERSONAL CONTACTS: Contacts are typically with co-workers, other city employees, elected officials, parents/legal guardians of children, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, and motivate and influence persons.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table, standing, or walking. The employee occasionally lifts light objects, climbs ladders, and distinguishes between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in an office and sometimes outdoors. The employee is exposed to occasional cold or inclement weather.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position is managed directly by the After School Program Director/Assistant Director.

**MINIMUM QUALIFICATIONS:**

- o Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Child care experience preferred but not required