

## ***A+ PROGRAM ASSISTANT– High School Student Workers***

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Wautoma Area School District

Approved 07/25/2011

Revised 08/10/2015 and 07/09/2018

**SUMMARY:** A+ Program Assistants assist the Site Coordinator and other A+ employees with the implementation of after school programs. This position is usually reserved for currently enrolled high school students who meet the required qualifications.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following but are not limited to:

- Assist with general supervision of youth and implementation of the program activities as required (enrichment, homework, snack, recess, field trips, events, etc.).
- Assist youth with their homework.
- Regularly assist with, and occasionally lead, enrichment clubs that promote positive youth development, meet youth needs and support the A+ program goals.
- Assist with set-up and clean-up of equipment, supplies and general areas used during program.
- Appropriate use of resources.
- Enforce after school rules and policies.
- Help to ensure the health and safety of youth.
- Utilize positive behavior management techniques.
- Attend all team meetings and trainings as a full participant.
- Assist with continuous program improvement and evaluation.
- Strive for self-improvement including knowledge and skill development.
- Arrive on-time and work scheduled hours.

### **QUALIFICATIONS**

- Satisfactory academic record, behavior record and administrative recommendation.
- Desire to work and play with children at various stages of development in a school atmosphere.
- Able to read and comprehend written materials used by the student.
- High oral and written communication skills.
- Commitment to high standards and ethics.
- Ability to maintain confidentiality.

### **EXPECTATIONS**

- Show respect for the diverse talents of all learners and is committed to help them develop self-confidence and competence.
- Adhere to Wautoma Area School District policies and procedures.
- Perform duties in a manner consistent with the A+ handbook, policies and procedures.
- Clear, appropriate and timely communication with supervisor, team members, and stakeholders.
- Be a positive role model for youth. Conduct yourself in a positive and professional manner.
- Build positive mentoring relationships with youth. Find ways to interact with most of the youth each day (Play along during activities as appropriate, ask questions, share stories, etc.)
- Help build positive youth to youth relationships.
- Support a positive, welcoming and respectful climate for youth and adults.
- Able to take initiative and work independently on some tasks.
- Able to work as part of a team.
- Maintain self-control under stressful situations without exhibiting negative behaviors.

### **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 use hands to finger, handle or feel, and talk or hear. The employee is regularly required to walk, stand, bend or sit, and talk or hear. The employee is regularly required to lift, move, or assemble objects up to 25 pounds. Specific vision abilities required by this job include far to close 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.

- Indoor classroom and outdoor playground.
- Fast paced environment with interruptions.
- Noise level is usually moderate to high.
- Blood borne pathogen level exposure is HIGH.

### **REPORTS TO**

Site Coordinator  
Program Coordinator

### **TERMS OF EMPLOYMENT**

- Temporary employee as defined by the Employee Handbook.
- Program Assistants typically work up to 2 hours per day, Monday thru Friday or as scheduled following the school calendar. Additional hours can be expected due to staff training and events. Some Saturday or evening hours may be required.
- Compensation as determined by the Board of Education.

### **EVALUATION**

Performance of this position is evaluated in accordance with the provisions established in Board policy on evaluation of temporary employees. Performance will be evaluated by the Site Coordinator and/or Program Coordinator at least once per year.