

## **JOB DESCRIPTION – Before/After School Program Staff**

The Before/After School Program Staff position is a part-time position that requires approximately 15 hours per week during the months of August through May.

### **RESPONSIBILITIES:**

- Maintains a professional attitude and loyalty to the school at all times.
- Treats all children with dignity and respect.
- Greets parents and children with salutations and smiles.
- Works with other staff members to form a positive, supportive team atmosphere.
- Helps to maintain a neat and organized classroom.
- Supervises student activities to ensure safety at all times.
- Reports to the Director any problem which may occur with the children.
- Participates in dismissal procedures at the end of each day, ensuring that each child leaves with the appropriate adult.
- Participates in recommended training programs and other aspects of professional growth, maintaining current knowledge of early childhood practice.
- All other duties as assigned by the B/ASP Director and/or the Principal

### **QUALIFICATIONS NEEDED:**

- High school diploma or GED
- College student pursuing a career in education, preferred
- Prior child care experience, preferred
- Team player with a positive attitude
- Valid driver's license
- Must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the school's program and philosophy.
- **MUST pass a background check and will be fingerprinted**

For consideration, please email resume to [employment.ias@iasmyrna.org](mailto:employment.ias@iasmyrna.org). Please place in subject line "Before/After School Program Position".