

BEFORE SCHOOL PROGRAM-SITE COORDINATOR ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position exists at the four elementary schools in the district and involves responsibility for assisting in planning, organizing and supervising the activities of elementary students in a before school program funded under the school and community alcohol and drug prevention and education programs. The incumbent is responsible for aiding in coordination, delivery and supervision of structured play activities and basic academic remediation. The work is performed under the general supervision of the Site Coordinator. Supervision is exercised over all students who participate in the program. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Consults with Site Coordinator to get teacher and parent assignments for students who need make-up or remedial help;
Gives assignments to students, helping when necessary, and reviews work in progress and evaluates performance;
Directs and conducts activities of students in the program on a daily basis and schedules play and remedial activities;
Participates in individual and group activities of the students;
Assists Site Coordinator in planning daily activities;
Guides students through exercise, nutrition routines, hygiene and mental health routines;
Conducts student "rap sessions" about making choices, decision making relative to right choices to make;
Teaches sessions concerning problems of alcohol, smoking, and other substance abuse habits;
Shows audio-visuals for crisis intervention to individuals or small groups for behavior modification;
Assists in identifying students at risk and uses program goals and techniques to provide structured play or basic remediation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of young child development and behavior principles and practices; working knowledge of the principles of effective day care; working knowledge of methods, materials, and equipment used in a day care program; ability to assist in planning and organizing day care programs; ability to establish and maintain good working relationships with students and others.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.