

TITLE: Extended Day/21st CCLC Aide

QUALIFICATIONS:

1. Associate's degree or equivalent preferred
2. Such training as may be required
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Program Coordinator/ Extended Day Director

JOB DUTIES:

1. Assist children on an individual basis to complete homework.
2. Assist children with reading assignments.
3. Check student's planners to be sure that all homework is being completed in extended day.
4. Communicate with teacher and parents through notes and email to ensure satisfactory completion of homework as needed.
5. Plan and implement reading and math enrichment activities when homework is completed or no homework is assigned to strengthen the students' educational experience.
6. Assist with snack distribution, preparation, and clean up as directed.
7. Provide close supervision of all students to ensure their safety at all times.
8. Engage the students daily in some type of physical activity
9. Model and teach students appropriate classroom behavior with regard to academics, social situations, and dealing with emotional situations.
10. Maintain confidentiality on all student and school information
10. Perform other duties as assigned by the director or coordinator.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: Determined by the duties assigned.

EXPECTED WORK DAY: 1-3 hours per day Other _____

EVALUATION: Shall be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel.

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials