JOB DESCRIPTION

Job Title: After-School Instructional Aide

Reports to: Site Coordinator **Date Revised:** July 2025

Dept./School: 21st Century Community Learning Centers

Please note that this is a grant-funded, non-contract position. Continuation of employment in this capacity is strictly contingent upon satisfactory performance and continuation of grant funding. Funds for this position are expected to be available thru the 2025-2026 school year.

Primary Purpose:

Assist in providing students with appropriate learning activities and experiences designed to fulfill their intellectual, emotional, physical, and social growth potential. Enable students to develop competencies and skills to function successfully in society. Assist in preparing, conducting, and managing classroom activities.

Qualifications:

Education/Certification:
High school diploma or hold a General Educational Development (GED) certificate
18 years or older

Special Knowledge/Skills:
Knowledge of content area assigned
Strong organizational, communication, and interpersonal skills
Ability to instruct students and manage their behavior
Ability to follow oral and written directions
Ability to maintain positive working relationships with staff, parents, students, community, and school administration

Experience:
Experience working with children preferred

Major Responsibilities and Duties:

Operations

1. Assist in creating a classroom environment that is safe, conducive to learning, and appropriate to the maturity and interest of students.

2. Assist in providing opportunities for students to participate actively and successfully.

3. Keep accurate attendance of students.

4. Never leave a child unattended including halls, outside, gym, classroom, or any other area.

5. Follow the discipline plan of the program and relate all incidents and accidents to the Site Coordinator.

Inventory

6. Assist in providing a list of supplies in advance to ensure the preparation of the activity or lesson.

7. Protect equipment, materials, and facilities.

School or Community Relations

8. Maintain professional relationships with staff, students, parents, and community members.

9. Promote the school in a positive manner.

10. Interact with persons from diverse cultural backgrounds with sensitivity and fairness.

Safety

11. Assist in ensuring measures are in place and operating to protect students, staff, supplies, and equipment.

12. Maintain safety standards conforming with federal, state, and insurance regulations

13. Follow district safety protocols and emergency protocols.

Other

14. Attend and participate in staff meetings.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting

Motion: Repetitive hand motions; keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; move from location to another throughout the 21st Century Community Learning Centers

Mental Demands: Work with frequent interruptions; maintain emotional control under stress and self-control in the presence of children.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by _____ Date _____