

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Locator: 2.28

Position Title: Before and After Care Facilitator

Reports To: Coordinator of Before and After School Programs/Building Principal

SUMMARY

Responsible for a quality before and after school enrichment program for elementary students and their families. Responsibilities include, but are not limited to, creating a positive and safe learning environment for all children.

QUALIFICATIONS/REQUIREMENTS

High school diploma or general education degree required. A minimum of one year experience in related field preferred.

ESSENTIAL JOB DUTIES

- Design monthly lesson plan that are age appropriate and detail daily lessons for the program.
- Manage student classroom behavior, including time on the playground.
- Monitor student daily attendance and complete all office required notifications.
- Communicate with parents regarding the students' performance, conduct, and attendance.
- Participates in all required meetings such as monthly staff meetings, workshops and conferences.

PHYSICAL DEMANDS

- Exert 50 to 100 pounds of force occasionally (33%), or and/or
- Exert 25 to 50 pounds of force frequently (33-55%), and/or
- Exert 10 to 20 pounds of force often to move object

OTHER DUTIES AND RESPONSIBILITIES

Performs other appropriate duties as assigned by the Coordinator of Before and After School Programs/Building Principal.

MENTAL DEMANDS

Ability to function in a multi-tasking environment. Flexibility to adapt to changing operational conditions. Excellent interpersonal and public relations skills. Ability to function in high stress situations. Ability to communicate clearly both verbally and in writing. Ability to read, learn and respond to a variety of job related subjects.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

WENTZVILLE R-IV SCHOOL DISTRICT
Position Description
Locator: 2.28
Page 2

TERM OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District policy.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services personnel.