



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Community School Program Aide
REPORTS TO: Community School Site Manager
QUALIFICATIONS:

- Associate's Degree or 60 college credits preferred
- County substitute certification or teaching certification preferred
- Familiarity with the operations of a child care program
- Excellent communication skills

GENERAL DESCRIPTION:

The Program Aide will be responsible assisting with the supervision of daily activities at a before or after care site. Primary responsibilities include producing relevant programming for children participating in the program, ensuring the security of children, and assisting the Site Manager in the overall administration of the program.

ESSENTIAL JOB FUNCTIONS:

- Produces relevant programming for children participating in before or after care programs.
- Assists the Site Manager and Child Care Specialist in supervising children in before or after care programs.
- Communicates with building personnel to ensure students safely arrive and are dismissed from before or after care programs.
- Performs such other tasks and assumes such other responsibilities as assigned by the Community School Site Manager.
- Completes training activities mandated for the position.
- Maintains records in accordance with state and district regulations.

WORK YEAR: Ten-month employee
DATE APPROVED: July 23, 2019
APPROVED BY: Board of Education