

**POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS**

September 2007

SECTION I: GENERAL INFORMATION

Position Title: Program Site Assistant	Department: Community Services
Immediate Supervisor's Position Title: Site Supervisor	FLSA Status: Non-Exempt
Band/Grade/Subgrade: A-1-2	Bargaining Unit: Community Services Staff
Job Summary: Under the general direction of the Site Leader, the Site Assistant assists the Site Leader in supervising daily activities; interacting with children or youth; assisting in preparing site for daily activities; enforcing program behavioral rules and safety guidelines; and providing support to the Site Leader in working closely with students in site projects, providing support for the homework help service, and assisting in the programming of site activities.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Participates and assists in the supervision of daily activities and/or events of the program.
Percent of Time:	70%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Monitors behaviors and activities to ensure the safety of children or youth. • Monitors the behavior of children or youth to ensure compliance with behavioral guidelines, rules and standards of the program. • Diffuses escalating situations between children or youth and takes appropriate actions within program rules and procedures. • Eliminates potential environmental hazards to safeguard children. • Interacts with, plays with and talks with children or youth on a continual basis. • Participates with children or youth in group games. • Enforces all health and safety rules of the program including sanitary rules; playground rules; rules concerning the use of supplies and equipment. • Adjusts program activities and assists children with special needs, disabilities, maturation and skills differences. 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Assists in the preparation and maintenance of program materials.
Percent of Time:	10%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Performs support tasks as assigned by Site Supervisor. 		

Duty/Responsibility No:	3	Statement of duty/responsibility: Provides support and assists the site supervisor in various support and programming activities and projects within the program.
Percent of Time:	15%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Provides support for the mentor project. Provides support to children or youth in developing the projects and youth service learning at the site. Provides support in programming activities, field trips, activities or other projects of the program. 		

Duty/Responsibility No:	4	Statement of duty/responsibility: Assists students with homework and provides support to the homework help services program.
Percent of Time:	5%	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	5	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:		
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Attends training sessions. Assists in working the snack bar. Makes recommendations to the Site Supervisor concerning changes in the program. Keeps abreast of changing developments in school age care. 		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		

	2nd year graduate level	required to perform the essential functions of the job:
	Doctorate level	
<ul style="list-style-type: none"> • Knowledge of program operational policies and procedures. • General fundamentals of child development stages and concepts. • Knowledge of safety procedures and general sanitation issues. • First aid, emergency and CPR procedures. 		
EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:		
Required Work Experience in Addition to Formal Education/Training:		
Requires a minimum of one year directly related work experience in working with and supervising youth.		
Required Supervisory Experience:		
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:	
	Certification in first aid and CPR will be required after hire.	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Supervising groups of children in accordance with behavioral guidelines and rules to assure an appropriate environment and the safety of participants and staff. • Applying safety and behavioral rules and guidelines appropriately. • Establishing a rapport, relating to and serving as an appropriate role model for children. • Following program activities, rules, themes, and program guidelines. • Informing and advising site personnel or problems or issues concerning safety or behavioral incidents that require the attention of site personnel.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 2-4
Volunteers, mentors, or causal staff.	

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions and working both indoors and outdoors.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk			X	
Sit		X		
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:
Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

_____ **Signature – Department Head** _____ **Date**

_____ **Signature – Human Resources** _____ **Date**

Classification History:

Formerly Middle School Youth Center Program Lead Assistant. Prepared 4/04 by BCC