

Job Title:	SACC Aide	Wage/Hour Status:	Non-Exempt
Reports to:	SACC Sr. Associate	Pay Grade:	\$8.00 / hour
Dept/School:	Community Education	Days:	Part-time
Date Revised:	October 2011	Job Code:	S103, S107

Primary Purpose:

The Community Education's School Age Child Care After School Program provides quality enriched care in safe, friendly, environments for students enrolled in CISD's elementary schools. The After School Program offers children regular opportunities for indoor and outdoor activities including quiet activities, socializing, specific time for homework, and free time.

Education / Certification:

1. A High School Diploma / GED OR enrollment in a High School work program or comparable alternative.
2. Current certifications in First Aide and child CPR are preferred.
3. Certifications are required if employed during the summer.

Experience / Other Requirements:

1. Prior experience working with children is preferred.

Major Responsibilities and Duties:

1. Assist the program senior associate as directed.
2. Supervise play activities as requested by the program senior associate by: facilitating children in group games, enforcing safety rules, and intervening when children are likely to injure themselves, each other, or property.
3. Assist in the preparation and maintenance of materials as requested by the program senior associate.
4. Communicate with the program senior associate regarding difficult individual child behavior.
5. Assist with snack service.
6. Remain with children at all times during program hours.

7. Follow school procedures to safeguard the health and safety of the children in the program. These include but are not limited to: hand washing, sanitary measures, playground safety rules, and rules regarding the use of supplies and equipment.
8. Become knowledgeable of emergency procedures.

Supervisory Responsibilities:

None.

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name (please print) _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____