

## PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT

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www.pvuesd.org



Melissa Conley - Superintendent

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### PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT

**Job Title:** Before-School Program Assistant and After-School Program Assistant

**Job Classification:** Before School Program Assistant- Classified Salary Schedule  
After-School Program Assistant- Classified Salary Schedule

**Salary:** See Before or After School Program on the CSEA Chapter #894 Salary Schedule

**Reports to:** Before/After School Program Coordinator, School Site Administrator

#### **Essential Duties:**

- ◆ Assists the Before/After School Program Coordinator with the operation and activities of an On-Site Before/After school child-care/recreation program.
- ◆ Works with parents and staff in the development of an educational enrichment program in the absence of or as directed by the Before/After School Program Coordinator;
- ◆ Confers with parents on the behavior, health, and general development of the child in the absence of or as directed by the Before/After School Program Coordinator;
- ◆ Maintains a good working relationship with school personnel;
- ◆ Perform needed duties to the Before/After School Program facilities to maintain a safe, clean, and healthy environment;
- ◆ May be assigned before/after school crossing guard duties (Non Classified Bargaining Unit position, separate salary schedule)
- ◆ Maintains equipment and facilities utilized by the Before/After School Program; attends staff training sessions as needed.

## **Physical Requirements**

Employees in this position must have the ability to:

1. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to sit. The employee frequently must squat, stoop, or kneel and reach forward.
2. See and read a computer screen and printed matter with or without vision aids.
3. Hear and understand speech at normal classroom levels, outdoors, and on the telephone.
4. Speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone.
5. Exhibit manual dexterity to dial a telephone, enter data into a computer, and perform assigned classroom tasks.
6. Physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk, and to reach overhead.
7. The employee will sometimes push/pull items such as desks, tables, or chairs.

## **Work Environment**

Employees in this position will be required to work indoors and outdoors in a school environment and come in direct contact with students, Penn Valley Union Elementary School District staff, and the public.

## **Education and Experience**

Qualification Requirements/Skills and Abilities

1. High School Diploma.
2. Knowledge of child psychology, growth and development, and basic approaches used in the teaching of reading, language arts, and math would be highly desirable.
3. Discretion in maintaining confidentiality.
4. Ability to maintain lines of communication and positive relationships with students, assistants, teachers, parents, and supervisors.
5. Ability to work independently and use initiative.
6. Communicate effectively in both oral and written form.
7. Ability to organize materials and maintain accurate records.
8. Follow oral and/or written instructions.

9. Valid Driver's License, Criminal Justice Fingerprint Clearance, TB Clearance, CPR/First Aid Certification.
10. Capacity to learn management and discipline techniques.
11. Must have a pleasant personality, dependable, and be able to establish and maintain cooperative relations with others.
12. Prior experience working with youth.

The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals in this position, and additional duties may be assigned.

*PVUESD is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The District prohibits sexual harassment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or his designee.*

ADOPTED: 2/9/16

At the time of employment, the employee will be required to sign a copy of their job description for their personnel file.

I have received a copy of this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date