



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Professional Support

Position Title: 21st CCLC After School and Summer Program Assistant

Position Level: 6

FLSA Status:

Exempt

Non-Exempt

Employee Acknowledgement of Receipt Copy:

GENERAL DESCRIPTION

This position assists with successful implementation of the 21st CCLC after school and summer program. It involves planning, monitoring, and organizing program operations.

KEY RESPONSIBILITIES

Follow procedures to safeguard the health and safety of the children in the program.

Order and provide nutritious snacks; maintain and document accurate counts of snacks served.

Serve as a liaison with school personnel.

Attend and participate in meetings/workshops.

Determine supplies and equipment required for the program and advise Program Specialist of needs.

Ensure work area is neat and clean conducive to constructive plan appropriate to the age group.

Meet with parent(s)/guardian when appropriate.

Ensure that equipment and materials are accessible and in good condition.

Report any significant problems or any unusual behavior of children to school administration and Program Specialist immediately.

Ensure accurate student attendance records are kept and submitted into current district reporting system.

Assist with planning meetings.

Promote, enroll, and monitor the retention of students following state guidelines.

Provide support to teachers.

Prepare and submit monthly program reports to Program Specialist.

Prepare and submit weekly timesheets to Program Specialist.

Perform other duties and responsibilities as assigned by Supervisor.

CLASS SPECIFICATION

Position Title: 21 st CCLC After School and Summer Program Assistant
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KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	High School Diploma, Associate degree preferred
<i>Work Experience:</i>	One (1) year or more related experience preferred
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Routine: Work consists of routine tasks, processes, or operations. The incumbent selects and applies several clearly prescribed, standard policies and procedures requiring little interpretation. Problems are solved by choosing between a few clear choices or discussing them with a supervisor.
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on a regular basis. Desired results are clearly defined, however, some independent judgement is necessary to select and apply the most appropriate of available procedures.
<i>Communications:</i>	Task completion will require regular contact with internal and external parties to coordinate activities, discuss issues of moderate importance, and respond to inquiries
<i>Managerial Skills:</i>	Responsible for orienting and training others and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis (e.g., lead worker).
<i>Planning:</i>	One to Three Months: Plan events that are expected to occur from one to three months or on a quarterly basis.
<i>Job-Related Knowledge and Skills:</i>	Intermediate Skills: Has knowledge of office or operational procedures. Performs basic typing/word processing, bookkeeping, checking or charts or records and posting of information to a database/spreadsheet, following instructions. Must have a valid driver's license and provide own transportation. Must hold a valid certification for Healthcare Provider CPR and First Aid.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
TERMS OF EMPLOYMENT	
<i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.</i>	
<i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i>	
HISTORY OF BOARD APPROVAL AND REVISIONS	
Board Approved: 12.13.22	

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.