

**RIVER DELTA UNIFIED SCHOOL DISTRICT  
AFTER SCHOOL STAFF MEMBER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

To lead a group of no more than 20 students in the after-school program; to monitor the safety of the students in the after school program.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the site coordinator and director.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Help students complete their daily homework and provide tutoring assistance as needed.
2. Deliver content lessons using a variety of teaching techniques.
3. Lead students in recreational activities.
4. Maintain student behavior within the classroom; implement disciplinary actions (rewards and consequences) in the classroom and on the playground.
5. Assist in set-up and distribution of snack to students.
6. Supervise students during snack time and on the playground; enforce school and district rules and regulations.
7. Monitor students at all times; ensure students are safe and accounted for.
8. Assist in monitoring student checkout.
9. Attend after-school and staff meetings.

**Marginal Functions:**

1. Ensure a safe and clean learning environment for students.
2. Prepare displays.

**QUALIFICATIONS**

**Knowledge of:**

Must have a high school diploma or equivalent.  
Must pass district administered Proficiency test.  
Effective methods of controlling student behavior.  
Basic English.  
Basic first aid and CPR.

**Ability to:**

Supervise students.  
Deliver a lesson.  
Follow oral and written instructions.  
Communicate effectively with adults and students.  
Maintain emotional control during difficult situations; effectively react to emergencies  
Encourage positive learning patterns and behaviors.  
Establish and maintain effective working relationships with those contacted in the course of work.

## **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

Some experience working with and leading children.

### **Job Profile:**

Salary Range 10; Step C