



AFTER SCHOOL CARE COUNSELOR CHARTER SCHOOLS

CHARACTERISTICS OF THE CLASS

Under the supervision of the After School Care Coordinator will be responsible for supervising students, escorting students and monitoring students.

ACCOUNTABILITY PROCEDURES

The After School Care Coordinator will assess the effectiveness of the After School Care Counselor with respect to the performance of specific responsibilities on an approved Charter School evaluation form. This form will be shared with the building level Principal/Assistant Principal and their signature will appear on all final evaluation forms. All requirements and/or recommendations for reprimands and/or dismissals will be handled by the building level Principal/Assistant Principal only.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Communication
Uses effective communication techniques with students, parents and all other stakeholders.
2. Learning Environment
Establishes a management system that maintains appropriate discipline and creates a positive learning environment in which students are actively engaged in learning, social interaction, cooperative learning, and self-motivation.
3. Record Keeping
Keeps accurate daily activity attendance logs.
4. Supervision
Supervises outside activities, homework assignments, and snack areas.
5. Assistance
Assists teacher with clubs and/or classes when needed.

NOTE: The examples of essential functions as listed in this class specifications are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

- A.** Training and Experience:
High school diploma and CPR certification required.

- B.** Knowledge, abilities, and Skills:
Ability to work well with children.