

Burlington After School

updated Sept 2005

JOB DESCRIPTION: Program assistant

1. Assist site coordinator with check in/check out of students, track class attendance as necessary.
2. Become familiar with your school's rules and discipline policy, and respect & enforce it.
3. Assist in teaching classes and/or leading activities.
4. Organize & monitor snack and recess time in accordance with district procedures.
5. Respect student's privacy & keep confidences as appropriate. This includes photographing & videotaping students only if permission has been granted.
6. Must be at least 18 years of age.
7. Must have demonstrated experience working with children.
8. Cover site for coordinator as needed.
9. Help meet individual student needs through counseling & intervention.
10. Other duties as required.

Employee Signature

Date

Site Coordinator Signature

Date

JOB DESCRIPTION: Program instructor

1. Work closely with the Site Coordinator in your school.
2. Become familiar with your school's rules and discipline policy, and respect & enforce it.
3. Keep daily attendance as requested by site coordinator, & submit attendance forms to your site coordinator.
4. Respect student's privacy & keep confidences as appropriate. This includes photographing & videotaping students only if permission has been granted.
5. Must be at least 18 years of age.
6. Must have demonstrated experience working with children.

Employee Signature

Date

Site Coordinator Signature

Date