



Alpha Learning Academy

The "Beginning" of a Life-time of Learning

www.alaorlando.org

POSITION DESCRIPTION

JOB TITLE: Extended Day Staff Worker

CLASSIFICATION: Classified/Hourly

SUPERVISED BY: Extended Day Coordinator

WORK YEAR: 2013-2014

Job Purpose Statement: Under direction of the School Principal and Extended Day Coordinator, the Staff position supports the leadership and direction for creating a safe educational environment for Extended Day students. Additional responsibilities include assisting with coordinating facility maintenance and operational procedures; as well as participate in providing support, reinforcement, and encouragement to students, staff, and parents.

Minimum Qualifications

1. Several years of direct related experience working with youth groups.
2. Experienced in delivering extended day related lessons appropriate for extending the learning environment set forth by Alpha Learning Academy; as outlined in our policies and practices for delivering Christian filled learning through play experiences.
3. Ability to work independently and as a part of a team.
4. Experienced in implementing best practices related to providing instruction which supports child development theory and behavioral management practices.
5. Ability to work and communicate effectively with students, parents and staff.

Essential Functions

1. Deliver thematic lessons (educational, cultural, physical & recreational) as well as activities for age appropriate instruction and play.
2. Adhere to the policies, rules and regulations of the Extended Day Program as approved by the School Principal.
3. Ability to handle unexpected situations and respond in a highly professional and effective manner.
4. Exercise tact and diplomacy; shows initiative; communicates effectively; assists in maintaining cooperative work relationships; and promote professional appearance and demeanor.

5. Keep accurate and complete records of student attendance, working hours etc. assist with reviewing schedules to assure that the program is adequately staffed at all times arranging for substitutes as needed.
6. Communicate the status of supplies and equipment required for program and adhere to the correct use of such items. Be responsible for the arrangement, appearance, and decor of the Extended Day classrooms and designated areas.
7. Inform Extended Day Coordinator or School Principal of any unusual problems; especially when parental contact was necessary.
8. Perform other tasks as required.

Skills, Knowledge, and/or Abilities: Exhibits an understanding in the area of delivering instruction; able to sit, stand, and walk for prolonged periods of time; performs a variety of specialized tasks; maintain records; establishes and maintains cooperative working relationships with others; works in a cooperative and collaborative manner; demonstrates a positive work ethic; meets schedules and deadlines. Physical abilities include lifting/carrying, reaching/handling, talking/hearing, near/far visual acuity/depth perception/accommodation/field of vision.

Other Requirements: Criminal Justice Fingerprint Clearance and a valid Florida driver's license and evidence of insurability. Maintain current First Aid and Infant/Child CPR certification.

I have read this job description and agree that I am able to perform the job as written:

EMPLOYEE SIGNATURE

DATE

SCHOOL PRINCIPAL SIGNATURE

DATE