**JOB TITLE:** Full-Time After School Care Assistant

**POSITION SUMMARY / JOB GOALS:**The Full-Time After School Care Assistant at The Village School will work directly with our young students in a variety of active and creative After Class Enrichment Programs.

**QUALIFICATIONS / TRAINING:**

* A High School Diploma required
* Associate’s Degree preferred

**EXPERIENCE / KNOWLEDGE:**

* Preferably some experience working with young children
* Knowledge of and fluency in the English language
* Proficiency with Excel

**ATTRIBUTES:**

* Reliable and timely
* Calm and patient demeanor
* Works well with others
* Caring and nurturing
* Active and energetic
* Effective communicator

**REPORTS TO / EVALUATED BY:** After Class Enrichment Manager

**DIRECT REPORTS:** None

**MAJOR RESPONSIBILITIES AND DUTIES:**

* Monitoring of students in programs and carpools
* Monitoring of student lunch and recess
* Assisting After Class program instructors
* Interacting enthusiastically with students
* Preparing program materials and rooms
* Organizing and guiding student groups
* Navigating our online registration system
* Compiling and updating online program rosters
* Front Desk Receptionist Duties

**VILLAGE BELIEVES THAT EFFECTIVE EMPLOYEES ARE:**

* Accountable - Establishes a high performing culture and accepts accountability for organizational performance.
* Strategic - Leads opportunity and is committed to continuous improvement aligned with the organizational vision and direction.
* Collaborative - Works collaboratively with others to achieve organizational outcomes
* Entrepreneurial - Creates organizational value for diverse stakeholders and achieves commercial success.
* Enabling - Drives excellence through valuing and developing others
* Agile - Achieves personal and organizational success within a changing, dynamic and complex environment
* Resilient - Demonstrates personal resilience within a demanding environment of high expectations

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or Village to only the work identified.  It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.