

Kids' Company Paraprofessional/ Summer Associate

Reports to: Site Leader/Kids' Company Program Coordinator

Job Summary

Under the direction of the Program Coordinator you will provide exceptional quality, safe and age appropriate out of school time experiences for students within your program. If applying for a position with a student who has special needs, experience with or knowledge of working with children with special needs is required.

Essential Job Functions

1. Create and maintain a supportive, positive and welcoming environment
2. Plan and implement developmentally appropriate program activities
3. Actively supervise and monitor students at all times, participate and intervene as necessary encouraging students' independence by allowing them to make appropriate choices
4. Communicate with parents/guardians and school staff on a regular basis
5. Communicate with Program Coordinator regarding questions/concerns related to staff or program issues
6. Maintain positive and cooperative working relationship with colleagues and other district staff and demonstrate team work in daily activities
7. Participate in non-school day opportunities as needed
8. Maintain student files and log behavior when appropriate
9. Attend and actively participate in staff meetings or trainings as directed
10. Assist in the inventory of supplies and materials
11. Maintain daily schedules, rosters and accurate counts of children
12. Maintain confidentiality and understanding of data privacy
13. Anticipates/redirects students inappropriate behaviors and follow disciplinary procedures
14. Assists in maintaining neat and orderly programming areas
15. Prepares meals and snacks
16. Perform other general duties as assigned by Program Coordinator

Qualifications

1. High School Diploma or GED required. College degree preferred
2. 1040 hours of direct child care experience, or related work experience
3. Current active first aid/CPR training and knowledge of safety procedures
4. Positive interpersonal skills and proven communication skills with children, parents, and school personnel
5. Ability to understand and follow data privacy laws
6. High degree of flexibility
7. Proven reliability, promptness
8. Ability to meet all performance responsibilities required with students including standing, walking, stooping, bending and kneeling. Should be able to lift up to 30lbs.

February 21, 2014