

JOB DESCRIPTION

Job Title:	Extended Learning Student Assistant
Date Revised:	8/9/2016
REPORTS TO:	Coordinator Site
DEPARTMENT/CAMPUS:	Extended Learning
FLSA STATUS:	Non-Exempt
PAY GRADE:	501

QUALIFICATIONS

- High school senior currently enrolled in a Fort Bend ISD high school required
- Previous experience working with school-age children preferred
- Basic computing skills, including MS office required
- Strong verbal and written communication skills required

JOB GOAL:

The Extended Learning Student Assistant will work as a member of the Extended Learning team in providing a safe environment for school age students before and after school while engaging them in developmentally appropriate activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide effective and consistent supervision to all students in assigned group to ensure a safe and secure environment
- Implement positive behavior management techniques on a consistent basis
- Lead groups students with varying needs and abilities
- Engage with colleagues to establish and maintain an effective team
- Monitor all areas, including playground and restrooms, for health and safety issues
- Report and appropriately address all concerns and issues appropriately, including safety and health hazards, accidents, injuries and discipline in a timely manner
- Comply with confidentiality requirements for students, parents and other employees
- Assist site coordinator by maintaining the site in compliance with district, health and program standards
- Demonstrate proper use and care for all district materials, supplies, furniture, technology and equipment; demonstrate proper usage to students at all times
- Exhibit positive customer service skills and professionalism at all times towards students, parents, fellow employees and supervisors
- Perform other duties as assigned

WORK ENVIRONMENT:

Must be able to perform physical activities such as, but not limited to, lifting children or heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to work safely in an environment containing biological conditions which may be hazardous (such as bodily fluids and waste, germs, childhood diseases). Work is also performed outside and on field trips.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description may be revised upon development of other duties and changes in responsibilities.