

Wolf Branch School District #113
410 Huntwood Road
Swansea, Illinois 62226

Phone (618) 277-2100

District Fax (618) 235-2376 Elementary Fax (618) 277-9786 Middle School Fax (618) 277-5461

Dr. Nicole Sanderson, Superintendent
Mrs. Jennifer Poirot, Elementary Principal

Mrs. Lisa Brentlinger, Director of Student Services
Mrs. Jamie Cox, Middle School Principal

Position Title: Before and After School Care Aide (PreK-5)

Reports to: BASIC Director; Assistant Principal and/or Building Principal

FLSA Class: Exempt

Effective Date: August 13, 2026

SUMMARY:

- A. This position involves supervising and engaging with elementary school-aged children during the before or after-school hours, ensuring their safety, providing a supportive environment, and facilitating various activities.
- B. The ideal candidate should have a passion for working with children, excellent communication skills, and the ability to create a positive and enriching after-school experience.

MINIMUM QUALIFICATIONS:

1. High School Diploma or working through a high school sanctioned work study program
2. Well organized, maintains confidentiality, and attention to details
3. Knowledge of school environment
4. Knowledge of parliamentary procedure
5. Demonstrate experience and proficiency with technology
6. Have excellent relationships with administration, employees, students, parents, and the public
7. Maintain a positive attitude
8. Use sound judgment
9. Have excellent attendance and promptness
10. Highly dependable and trustworthy
11. Adaptable when necessary

TERMS OF EMPLOYMENT: :

Hourly Rate of Pay: \$15.00/Hour

Possible Days: 174 days per school year, may be prorated depending on hire date.

Working Hours: 2-4 Hour shifts possible outside of the school day;

Possible work times could be 6:00 a.m - 8:00 a.m. or 1:30 p.m. until 6:00 p.m.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Supervision and Safety:
 - a. Ensure the safety and well-being of children during the after-school program.
 - b. Maintain a secure and supportive environment for all participants.
 - c. Adhere to all mandated training requirements
2. Activity Planning and Implementation:
 - a. Collaborate with BASIC team members to organize age-appropriate activities to engage children in a variety of interests.
 - b. Coordinate and lead group games, arts and crafts, homework sessions, and other recreational activities.
3. Homework Assistance:
 - a. Assist children with their homework assignments and provide academic support as needed.
 - b. Foster a positive attitude towards learning and help create a conducive study environment.
4. Communication:
 - a. Communicate effectively with parents, teachers, and other staff members.
 - b. Keep parents informed about program activities and upcoming events.
5. Behavior Management:
 - a. Implement appropriate school approved behavior management strategies to ensure a positive and respectful atmosphere.
 - b. Address behavioral issues promptly and collaboratively with the BASIC director.
6. Snack and Supervision:
 - a. Supervise peanut free snack times, ensuring that children follow proper nutrition guidelines.
 - b. Be aware of any allergies or dietary restrictions and take necessary precautions.
7. Team Collaboration:
 - a. Collaborate with other after-care workers and school staff to ensure a cohesive and supportive environment.
 - b. Attend staff meetings and training sessions as required.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Must be able to lift, push or pull up to 35 pounds on a regular repetitive basis and over 65 pounds on an occasional basis.
- Must be able to speak, hear, see, write, walk, climb, stand, stoop, kneel, bend, twist, turn, push, pull and reach (above head and below knees) on a regular and repetitive basis.
- Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties.

EVALUATION:

Annually by: Assistant Principal and/or Elementary Building Principal with feedback from BASIC director

INTERESTED PARTIES

Please submit the following information ASAP–Job will remain open until filled:

1. Cover letter noting current position, educational background and professional experience
2. Updated resume with IEIN number to verify certification (if applicable)
3. Updated list of 3-5 references (personal and professional)
4. *Transcripts only need to be submitted upon request.

Please submit information to: Mr. Josh Johnson - jjohnson@wbsd113.org