

DURAND-ARKANSAW SCHOOL DISTRICT– JOB DESCRIPTION

BEFORE & AFTER-SCHOOL PROGRAM AIDE

REPORTS TO: Program Administrator

TERMS: Hourly rate: \$17.00–\$20.00/hour, based on experience and qualifications.

FUNCTION: The Aide is responsible for providing a safe, caring, and engaging environment for students participating in the Panther Club After-School Care Program.

DUTIES:

- Support the supervision of students to ensure safety and positive interactions.
- Assist with daily activities, games, and enrichment projects
- Help with snack preparation and cleanup.
- Engage students in conversation and play to promote inclusion and belonging.
- Model positive behavior and respectful communication at all times.
- Assist with program cleanup and preparation for the next day's activities.

Supervision & Safety:

- Maintain a safe and respectful environment at all times.
- Administer basic first aid and respond appropriately to injuries or emergencies.
- Follow all district guidelines.

Professional Expectations:

- Attend required training when applicable
- Display professionalism and school pride
- Support the mission and values of the Durand-Arkansaw School District.

QUALIFICATIONS:

Required:

- Current high school student age 16 or older
- Interest in working with children and supporting their growth.
- Responsible, dependable, and able to follow directions.
- Positive attitude and willingness to engage with students of all ages.

WORK SCHEDULE:

- Monday–Friday, after school from 3:15–6:15 PM, based on availability and program needs.

Durand-Arkansaw School District staff members must serve as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Staff are responsible to help instill in students the belief in and practice of ethical principles and values.