



JOB TITLE: B&A Assistant

DEPARTMENT: B&A Connections and Extension Programs

REPORTS TO: Director of B&A Connections and Extension Programs

FLSA STATUS: Non-Exempt, Non-Certified, Support Personnel

EMPLOYMENT STATUS: Part-Time (Elementary Assignments): 20-25 hours/week;
(Early Childhood Center Assignments: 25 hours/week;
9-10 months. Working hours are Monday-Friday. Working hours
are split shift (AM/PM) as assigned by the Director of B&A
Connections and Extension Programs.

MINIMUM JOB REQUIREMENTS:

Education: High School Diploma or GED required.

Experience:

- Must meet the requirements dictated by the Oklahoma Department of Human Services, including a clean OSBI background check.
- Must complete and maintain 12 hours (per year) of pre-approved training required by OKDHS through the Center For Early Childhood Professional Development (CECPD) online database.

Certifications: CPR and First Aid

Essential Job Functions: *These statements are intended to describe the responsibilities assigned to the position and are not intended to represent an exhaustive list of all responsibilities, duties and skills required. Other duties may be assigned as necessary.*

- Assist Site Manager with day to day operations at assigned school site.
- Maintain confidentiality.
- Report any suspected abuse to the Director of B&A Connections and Extension Programs.
- Assist manager in implementing lesson plans, and organizing DHS required centers.
- Observes and ensures the safety of all children enrolled in the program.
- Actively participate in games and activities.
- Comply with all DHS site requirements, which includes obtaining yearly training requirements and maintaining the CECPD online database.

- Maintain professional and collaborative relationships with Site Manager, B&A Leadership team and all other colleagues at the school site.
- Meet emotional, social, physical and cognitive needs of each child in care.
- Maintain and foster daily open communication with parents.
- Attend staff meetings and training, as required.
- Must travel to different site locations, if requested by the B&A Leadership team.
- Assist with the implementation of safety procedures.
- Assist in the management and documentation of student behaviors as well as any accident or incident reports.
- Be able to operate a site efficiently in the absence or unavailability of Site Manager.

ESSENTIAL BEHAVIOR:

All employees are required to be of good character and possess adequate education, training, or experience to provide them with the skills to perform the essential functions of the job with or without reasonable accommodation. Excellent interpersonal skills and teamwork. Able to respond appropriately to directions from Site Manager or B&A Leadership team. Must be reliable in attendance. Must handle problematic situations by communicating with the appropriate parties.

ATTENDANCE STATEMENT:

Able to be in attendance for assigned responsibilities with 95% attendance.

ENVIRONMENTAL CONDITIONS:

Inside and outside working conditions with minimal exposure to extreme environmental conditions. Outside activities on playground or inside activities in gym/large motor room.

PHYSICAL STANDARDS:

- Must be able to stand or walk for long periods of time
- Must be mobile and able to walk around indoors and outdoors.
- Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee is continuously required to sit, talk, and hear.