



**DPS Extended Day Program**  
**Non- DPS- Non- Certified Staff**

**QUALIFICATIONS:**

1. 19 years or older
2. Experience working with youth and community agencies
3. Ability to work with diverse populations
4. Ability to organize time, space, materials, and groups
5. Possesses excellent communication and interpersonal skills
6. Functions as a team member
7. Ability to develop and implement high quality programming

**REPORTS TO:**

Site Coordinator

**JOB GOAL:**

Responsible for supporting the program that may include directly working with students academically through enrichment as well as supporting other staff within the program.

**JOB DUTIES:**

1. Facilitates learning for all students enrolled in the program.
2. Participates in required pre-planning of site programming.
3. Possesses the ability to facilitate students, bring enthusiasm to the learning process, and provide both a concern and care for the worth and dignity of the individual.
4. Maintains open communication with the Site Coordinator.
5. Facilitates small-group inquiry-based projects.
6. Engages students in a variety of problem-solving activities.
7. Manages all aspects of the learning environment for assigned group.
8. Maintains open collaboration with other staff in the program.
9. Participates in program team meetings.
10. Other duties as assigned.