

## **UNCLASSIFIED POSITION**

**TITLE:** Before Care/After Care Provider (Hourly)

**QUALIFICATIONS:**

1. High School Diploma or G.E.D.
2. Associate's Degree or higher preferred.
3. Elementary classroom, day care facility, or related previous experience preferred.
4. Active employee of Linden Public Schools.
5. CPR/First Aid Certified, EpiPen Trained.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
7. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities.
8. Complete 12 Hours of continuing staff development each year.

**REPORTS TO:** Supervisor of Before/After School Programs

**SUPERVISES:** Designated Students

**JOB GOAL:** To provide a nurturing, safe and positive after school setting for Linden Public School students that will enhance academic, social, and emotional growth.

**RESPONSIBILITIES AND DUTIES:**

1. Assists in developing calendar and activities.
2. Maintains ongoing communication with families.
3. Maintains accurate attendance records for students.
4. Follows school code of conduct and works in accordance with behavior plans.
5. Implements child pick up policies and fortifies safe and secure relationships with parents/guardians.
6. Utilizes resources to create engaging age-appropriate student activities.
7. Complies with all emergency procedures appropriate to the site and in conformity with procedures in place in the district.
8. Maintains supplies, equipment, and materials.

9. Assists in the upkeep of maintaining a clean and neat environment on a daily basis.

**TERMS OF  
EMPLOYMENT:**

Hourly position sustained through Enterprise Fund.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of Board of Education policy.

The list of duties above does not constitute an exclusive listing of functions but merely sets forth by way of guidance some of the duties of the position.