



### **Salisbury Academy After-School Employee Job Description and Responsibilities:**

Salisbury Academy is excited to offer the opportunity for interested applicants ages 16 and older to apply to join our staff as an after-school employee. Staff members at Salisbury Academy, first and foremost, love children and have daily responsibility for the social, emotional, and educational well-being of children. A Salisbury Academy teacher endorses and affirms the mission of the school.

#### **DUTIES AND RESPONSIBILITIES:**

- Works productively and consistently with After-school Program Supervisor and school personnel
- Assists in the coordination and the distribution of afternoon snacks
- Assists in registration, attendance and student information records and evaluations
- Maintains order and procedures during all activities; e.g. classroom, gym, playground, etc.
- Assists in ordering supplies and maintaining facility and equipment
- Attends designated orientations and in-services
- Monitors and reports behavior of students according to approved procedures; report progress regarding student performance and behavior; check and assist students with homework as necessary
- Oversees students while involved in activities
- Assists students by providing proper examples, emotional support, a friendly attitude and general guidance
- Maintains attendance records
- Assists students in such physical tasks as putting on and taking off of outer wear, moving from room to room
- Assures the health and safety of students by following health and safety practices and regulations
- Directs group activities of students as assigned; assists in monitoring playground activities as assigned; assists in emergency drills, assemblies, and play
- Performs other duties as assigned
- Maintains regular attendance

**KNOWLEDGE REQUIRED:**

- Basic childhood development
- Safe practices in classroom and playground activities
- Interpersonal skills using tact, patience and courtesy
- Basic record-keeping techniques

**ABILITY TO:**

- Learn child guidance principles and practices
- Communicate and maintain effective relationships with students, parents, staff and the public
- Perform routine clerical duties in support of classroom activities
- Print and write legibly
- Understand and follow oral and written directions
- Learn to apply and explain policies and procedures related to school and program activities
- Work cooperatively with others
- Monitor, observe and report student behavior according to approved policies and procedures

**PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds

Contact Head of School Beverly Fowler at [bfowler@salisburyacademy.org](mailto:bfowler@salisburyacademy.org) or 704-636-3002 for more information.