



Lewiston-Altura Public Schools, ISD #857 - Job Description

Job Title: SACC Program Aide
Department/Section: Community Education
State Job Match: 110

Title of Immediate Supervisor: SACC Director

JOB SUMMARY -- This position assists in supervising children in the program and helps them with learning opportunities that support their development.

Task No. And DESCRIPTION

1. Assist Director as instructed.
2. Responsible for small groups of children as assigned by Director.
3. Help prepare snack for the children as scheduled.
4. Follow the discipline guidelines as set by the Director.
5. Interact with the children and join in the activities.
6. Maintain cleanliness of the room and report any damage of equipment to the Director.
7. Will perform other tasks as assigned.
8. Administer basic first aid as needed.

The above tasks are listed for the purpose of identifying the appropriate State Job Match for this job class and are not intended to be a comprehensive list of all responsibilities and tasks, which may be assigned to this position.

QUALIFICATIONS: CPR and First Aid Certification

Physical requirements: Position is required to frequently organize and run physical games for students. Position is required to frequently lift and carry program equipment and supplies weighing up to 50 lbs.

ORGANIZATIONAL RELATIONSHIPS:

WORKING CONDITIONS: No unusual or extraordinary working conditions.

TERMS/CONDITIONS OF EMPLOYMENT: Hours will vary as needed to meet staff/child ratio. The aide will clock out when the staff ratio reaches 1:10 or as assigned by the Director. Additional hours may be workshops, staff meetings and planned evening activities as assigned by the Director.

PERFORMANCE REVIEW: Annual review by SACC Director.

Updated February 11, 2013