



## St Mark After-School Program Para Educator Job Description

### Terms of Employment:

- September 5<sup>th</sup>, 2017 May 25<sup>th</sup>, 2018
- Salary \$8.50-\$10 per hour depending on experience and education
- Orientation: To be announced
- Regular Program Hours: M - F 2:55/3:05 -5:45 (start time will vary based on individual school dismissal time)
- Location: Audubon, Lincoln, Marshall, and Peosta Elementary
- In accordance with St Mark Youth Enrichment's Protection and Safety Policy, a criminal record check will be completed on any applicant selected for this position
- Mandatory Reporter Training required

**Definition:** Under the supervision of the Associate Director, Administrative Team, and Site-Lead, after school para educators assist the Site Lead with the general supervision and management of the children in the program. Program varies by school and more specific program information will be provided during interviews. Monthly meetings with program staff are also a requirement.

### Duties and Responsibilities

- Assist Site Lead to implement daily programming.
- Assist with and lead activities designed to enhance the health, emotional, social, intellectual, and physical development of children enrolled in the program.
- Assist with homework help (check assignment notebooks and 20 minutes of reading time.)
- Ensure the safety of the children in program at all times.
- Enforces all school rules. Follow the policies and procedures of St Mark Youth Enrichment.
- Act as a role model for participating youth. Dress appropriately according to employee handbook.
- Work as a team with other St Mark staff and school staff.
- Demonstrate positive, high energy and interaction.
- Effectively communicate with Site Lead, co-workers, parents and program coordinators as needed.
- Resolve student situations – behavioral, first aid, and emotional.
- Show up on-time for program (varies by site, but usually 15 minutes before school dismissal).
- Maintain the confidentiality of all participating children, families and co-workers.
- Be responsible for the care of all equipment the children use.
- Meet on a monthly basis with program staff.
- Maintain professional relationship with the children, parents and co-workers.
- Complete general housekeeping to make sure the area is left clean for the next program/class.
- Treat all children, parents, co-workers and school district staff with dignity and respect.
- Assist with snack set-up at site according to state guidelines/procedures.

- Attend all staff development trainings planned by St. Mark Youth Enrichment.
- Observe and record the behavior of individual children assigned to their care according to St. Mark Youth Enrichment's discipline and harassment policies. Report problematic behavior to the Site Lead who will then report to the Program Coordinators.
- Other duties as requested by the Site Lead or Program Coordinators.

**Qualifications:**

- Education or certification around Early Childhood, Elementary Education, reading and/or special education preferred.
- Experience working with low income populations preferred.
- Candidates with Pediatric CPR/First Aid certification preferred.
- Candidates with National Career Readiness Certificates preferred.
- At least 1-2 years of experience working with children required. Experience working with groups of children preferred. (Ex: classrooms, daycare, camp, after school program, childcare, etc.)
- Ability to demonstrate effective and appropriate teaching and discipline styles.
- Ability to adjust teaching methods to meet the needs of students.
- Ability to demonstrate strong organizational skills.
- Dependable, reliable work/volunteer history.
- Available to work all days of program.
- Able to commit to full program year.
- Reliable transportation to and from program site.
- Reliable daily communication method – either phone or email.

**To apply for this position, please submit a resume and cover letter to Amanda Avenarius at St. Mark Youth Enrichment, 1201 Locust St, Dubuque, IA 52001 or [aavenarius@stmarkyouthenrichment.org](mailto:aavenarius@stmarkyouthenrichment.org). If you have questions about this position contact Amanda at 582-6211 x105.**