



**East  
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**POSITION:** CROSSROADS OUT OF SCHOOL PROGRAMS  
SITE COORDINATOR

**POSTING NUMBER:** HR 3665  
**POSTING DATE:** April 13, 2017  
**CLOSING DATE:** Open until filled  
**SALARY:** \$22.00 per hour  
**EFFECTIVE DATE:** 2017 - 2018 School Year  
**HOURS:** Monday – Thursday, 3:00 p.m. – 6:00 p.m. and Friday, 3:00 p.m. – 4:30 p.m.  
**APPLITRACK NUMBER:** 3665

**JOB DESCRIPTION NUMBER:** (See attached copy for all particulars.)

The following documents **must be complete and current** for application to be considered for this position:

- Online Application
- Letter of Interest
- Resume
- Copy of Valid Certification and/or License
- Transcripts
- Three Current Letters of Recommendation (dated within one year of application)
- Other: Letter of interest should include background information

All applicants are to apply on-line at [www.easthartford.org](http://www.easthartford.org). The application can be found by clicking on Quicklinks and then Employment Opportunities.

**\*\*\*East Hartford Board of Education Certified Teachers: Submit Letter of Interest Only to Human Resources by closing date.\*\*\***

Submit to: Christopher T. Wethje  
Director of Human Resources  
East Hartford Public Schools  
1110 Main Street  
East Hartford, Connecticut 06108

The East Hartford Public Schools District will not, except in the case of a bona fide qualification or need or except as otherwise permitted or required by law, discriminate on the basis of age, race, sex, marital status, sexual orientation, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability or physical disability, or any other classification protected by law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment and establishing and providing activities and programs and provides equal access to the Boy Scouts and other designated youth groups. An applicant may request any needed accommodation to participate in the job application process. A ten (10) day notification is required to arrange for such accommodation.

**Title:** Crossroads Site Coordinator – Out of School Programs

**Qualifications:**

1. High school diploma or GED required; Bachelor's degree strongly preferred
2. Strong communication, organizational skills, and project management skills
3. Detail oriented, flexible, and adapts to change
4. Ability to work independently and collaboratively
5. Experience with out of school programming and activities preferred
6. Strong knowledge in program development, program management and organizing after-school programs strongly preferred
7. Knowledge and experience with Microsoft Office products, including strong skills with Word and Excel
8. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

**Reports to:** Program Supervisor – Out of School Programs

**Supervises:** Staff, enrichment providers and consultants conducting out of school programs and activities at building site.

**Job Goal:** To oversee a program site for Crossroads program for East Hartford Public Schools. The site coordinator will direct, manage, and oversee the daily operations of an after-school program. The site coordinator will develop and maintain parent and school relations and develop program resources to promote the Crossroads opportunity.

**Performance Responsibilities:**

1. Oversee and manage daily operations of the out of school programs and activities at building site, including:
  - o Monitor staffing hours, timesheets and costs for site
  - o Oversee, develop, and implement enrichment activities in collaboration with the Senior Group Leader
  - o Prepare, develop and distribute monthly Crossroads newsletter and enrichment calendar to families
  - o Establish, build, and maintain positive relationships with building principal, teachers, students and families
  - o Develop parent engagement workshops in collaboration with the Office of Family & Community Partnerships
2. Remain at building site during all program hours, unless otherwise notified by Program Supervisor.
3. Develop and maintain a high level of communication and positive relationships with students, families, principal, teachers, school staff, and program staff at building site.
4. Plan and conduct staff meetings as directed by Program Supervisor.
5. Distribute and maintain after-school student application forms/permission slips.
6. Acquire appropriate and adequate materials and resources for program site in collaboration with Program Supervisor.
7. Maintain inventory records of program supplies and equipment in collaboration with Senior Group Leader.
8. Collect, track, and maintain parent fees.
9. Create and submit class rosters for each program enrichment/activity group.
10. Submit activity description to district data person.
11. Consult with Program Supervisor regarding student entry/exit from program.
12. Monitor and address student behavior in collaboration with Program Supervisor and Principal.
13. Communicate regularly with parents via email, phone and/or during dismissal time.
14. Serve as an activity substitute when necessary.
15. Attend professional development and training workshops as necessary.
16. Collect, maintain and submit student attendance on a daily/weekly basis for grant requirements.
17. Plan and coordinate field trip and transportation schedules for programs and activities as well as chaperones.
18. Plan and implement community projects with staff and students in collaboration with Program Supervisor.

Created May 26, 2015

Revised: March 1, 2016

Revised: December 6, 2016

19. Consistently provide a friendly, professional, courteous environment where students and families feel welcome.
20. Respect cultural diversity and create an inclusive, welcoming and collaborative environment.
21. Meet all reporting deadlines for the state and federal requirements and complete a year-end report.
22. Assume such other functions as may be determined.

**Terms of Employment:** Hourly rate; this is a part-time position that operates during the school year only.

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of non-certified staff.



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**POSITION:** CROSSROADS OUT OF SCHOOL PROGRAMS  
SENIOR GROUP LEADER

**POSTING NUMBER:** HR 3666  
**POSTING DATE:** April 13, 2017  
**CLOSING DATE:** Open until filled  
**EFFECTIVE DATE:** 2017 - 2018 School Year  
**HOURS:** Monday – Thursday, 3:00 p.m. – 6:00 p.m. and Friday, 3:00 p.m. – 4:30 p.m.  
**SALARY:** \$18.00 - \$19.00 per hour  
**APPLITRACK NUMBER:** 3666

**JOB DESCRIPTION NUMBER:** (see attached copy for all particulars)

The following documents **must be complete and current** for application to be considered for this position:

- Online Application
- Letter of Interest
- Resume
- Copy of Valid Certification and/or License
- Transcripts (a bachelor's degree is required)
- Three Current Letters of Recommendation (dated within one year of application)
- Other: Letter of interest should include background information

All applicants are to apply on-line at [www.easthartford.org](http://www.easthartford.org). The application can be found by clicking on Quicklinks and then Employment Opportunities.

**\*\*\*East Hartford Board of Education Paraprofessionals: Submit Letter of Interest Only to Human Resources by closing date.\*\*\***

**Submit to:** Christopher T. Wethje  
Director of Human Resources  
East Hartford Public Schools  
1110 Main Street  
East Hartford, Connecticut 06108

The East Hartford Public Schools District will not, except in the case of a bona fide qualification or need or except as otherwise permitted or required by law, discriminate on the basis of age, race, sex, marital status, sexual orientation, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability or physical disability, or any other classification protected by law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment and establishing and providing activities and programs and provides equal access to the Boy Scouts and other designated youth groups. An applicant may request any needed accommodation to participate in the job application process. A ten (10) day notification is required to arrange for such accommodation.

**Title:** Crossroads Senior Group Leader – Out of School Programs

**Qualifications:**

1. High school diploma or GED required; Bachelor's degree strongly preferred
2. Strong communication, organizational skills, and project management skills
3. Detail oriented, flexible, and adapts to change
4. Ability to work independently and collaboratively and have the ability to resolve challenging situations in a fast-paced environment
5. Experience with out of school programming and activities preferred
6. Strong knowledge in program development, program management and organizing after-school programs strongly preferred
7. Knowledge and experience with Microsoft Office products, including strong skills with Word and Excel
8. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

**Reports to:** Program Supervisor – Out of School Programs and Site Coordinator

**Supervises:** Staff (Group Leader, Instructional Aides, and Youth Assistants), enrichment providers and consultants conducting out of school programs and activities at building site.

**Job Goal:** Works successfully under the direction of the site coordinator to direct, manage, and oversee a classroom that includes supervision of staff and students. The Senior Group Leader will have a strong depth of knowledge to utilize program resources to implement curriculum and lesson development and enrichment planning and development.

**Performance Responsibilities:**

1. Assist the Site Coordinator in managing daily operations of the out of school programs and activities at building site, including staff and student supervision, development of lessons and curriculum, and the development and implementation of an enrichment calendar and activities.
2. Ensure that program operations are consistent with District policies, including emergencies, accidents, incidents, and personnel policies.
3. Assume Site Coordinator responsibilities in the event of the Site Coordinator's absence.
4. Develop resources to expand after-school programming and enhance family engagement.
5. Work closely with school administration, staff, and teachers to ensure smooth operation of program.
6. Create and foster a high quality program that implements age-appropriate activities and projects.
7. Remain at building site during all program hours, unless otherwise notified by Program Supervisor and/or Site Coordinator.
8. Develop and maintain a high level of communication and positive relationships with students, families, principal, teachers, school staff, and program staff at building site.
9. Identify appropriate and adequate materials and resources for program site in collaboration with Program Supervisor and/or Site Coordinator.
10. Attend professional development and training workshops as necessary.
11. Serve as Group Leader and as activity substitute in the absence of other support staff.
12. Consistently provide a friendly, professional, courteous environment where students and families feel welcome.
13. Respect cultural diversity and create an inclusive, welcoming and collaborative environment.
14. Assume such other functions as may be determined.

**Terms of Employment:** Hourly rate; this is a part-time position that operates during the school year only.

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of non-certified staff.



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**POSITION:** CROSSROADS OUT OF SCHOOL PROGRAMS  
GROUP LEADER

**POSTING NUMBER:** HR 3667  
**POSTING DATE:** April 13, 2017  
**CLOSING DATE:** Open until filled  
**EFFECTIVE DATE:** 2017 – 2018 School Year  
**HOURS:** Monday – Thursday, 3:00 p.m. – 6:00 p.m. and Friday, 3:00 p.m. – 4:30 p.m.  
**SALARY:** \$16.00 - \$17.00 per hour  
**APPLITRACK NUMBER:** 3667

**JOB DESCRIPTION NUMBER:** (see attached copy for all particulars)

The following documents must be complete and current for application to be considered for this position:

- Online Application
- Letter of Interest
- Resume
- Copy of Valid Certification and/or License
- Transcripts (a bachelor's degree is required)
- Three Current Letters of Recommendation (dated within one year of application)
- Other: Letter of interest should include background information

All applicants are to apply on-line at [www.easthartford.org](http://www.easthartford.org). The application can be found by clicking on Quicklinks and then Employment Opportunities.

**\*\*\*East Hartford Board of Education Paraprofessionals: Submit Letter of Interest Only to Human Resources by closing date.\*\*\***

**Submit to:** Christopher T. Wethje  
Director of Human Resources  
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1110 Main Street  
East Hartford, Connecticut 06108

The East Hartford Public Schools District will not, except in the case of a bona fide qualification or need or except as otherwise permitted or required by law, discriminate on the basis of age, race, sex, marital status, sexual orientation, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability or physical disability, or any other classification protected by law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment and establishing and providing activities and programs and provides equal access to the Boy Scouts and other designated youth groups. An applicant may request any needed accommodation to participate in the job application process. A ten (10) day notification is required to arrange for such accommodation.

**Title:** Crossroads Group Leader – Out of School Programs

**Qualifications:**

1. High school diploma or GED required; Bachelor's degree strongly preferred
2. Strong communication, organizational skills, and project management skills
3. Detail oriented, flexible, and adapts to change
4. Ability to work independently and collaboratively and have the ability to resolve challenging situations in a fast-paced environment
5. Experience with out of school programming and activities preferred
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

**Reports to:** Program Supervisor – Out of School Programs, Site Coordinator, and Senior Group Leader

**Job Goal:** Implement and lead program activities for a classroom of students at an assigned site under the direction of the Site Coordinator and Senior Group Leader.

**Performance Responsibilities:**

1. Work collaboratively with the after-school team to support and develop student opportunities for positive growth and academic excellence.
2. Follow the direction of the Senior Group Leader and/or Site Coordinator with regard to policies and procedures.
3. Create and foster a high quality program that implements age-appropriate activities and projects.
4. Remain at building site during all program hours, unless otherwise notified by Program Supervisor and/or Site Coordinator.
5. Develop, plan and implement lessons and/or activities for students and identify supplies needed for successful implementation.
6. Assist with tutoring and monitoring students during homework time.
7. Monitor and address student behavior in collaboration with Site Coordinator and Senior Group Leader.
8. Ensure the safety of all students during program hours.
9. Attend professional development and training workshops as necessary.
10. Serve as activity substitute when necessary.
11. Maintain effective communication with the Senior Group Leader and Site Coordinator.
12. Meet with families, students, and community members to address concerns in a respectful and sensitive manner.
13. Consistently provide a friendly, professional, courteous environment where students and families feel welcome.
14. Respect cultural diversity and create an inclusive, welcoming and collaborative environment.
15. Serve as a role model by using appropriate language and consistent discipline.
16. Assume such other functions as may be determined.

**Terms of Employment:** Hourly rate; this is a part-time position that operates during the school year only.

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of non-certified staff.



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**POSITION: CROSSROADS OUT OF SCHOOL PROGRAMS  
ACADEMIC TEACHER**

**POSTING NUMBER: HR 3668**  
**POSTING DATE: April 13, 2017**  
**CLOSING DATE: Open until filled**  
**SALARY: \$23.60 per hour (Per Contract)**  
**EFFECTIVE DATE: 2017 - 2018 School Year**  
**HOURS: Four (4) hours per week**  
**APPLITRACK NUMBER: 3668**

**JOB DESCRIPTION NUMBER: (See attached copy for all particulars.)**

The following documents **must be complete and current** for application to be considered for this position:

- Online Application
- Letter of Interest
- Resume
- Copy of Valid Certification and/or License
- Transcripts
- Three Current Letters of Recommendation (dated within one year of application)
- Other: Letter of interest should include background information

**All applicants are to apply on-line at [www.easthartford.org](http://www.easthartford.org). The application can be found by clicking on Quicklinks and then Employment Opportunities.**

**\*\*\*East Hartford Board of Education Certified Teachers: Submit Letter of Interest Only to Human Resources by closing date.\*\*\***

Submit to: Christopher T. Wethje  
Director of Human Resources  
East Hartford Public Schools  
1110 Main Street  
East Hartford, Connecticut 06108

The East Hartford Public Schools District will not, except in the case of a bona fide qualification or need or except as otherwise permitted or required by law, discriminate on the basis of age, race, sex, marital status, sexual orientation, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability or physical disability, or any other classification protected by law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment and establishing and providing activities and programs and provides equal access to the Boy Scouts and other designated youth groups. An applicant may request any needed accommodation to participate in the job application process. A ten (10) day notification is required to arrange for such accommodation.



**Title:** Crossroads Academic Teacher – Out of School Programs

**Qualifications:**

1. Certified teacher currently employed by East Hartford Public Schools
2. Strong communication, organizational skills, and project management skills
3. Detail oriented, flexible, and adapts to change
4. Ability to work independently and collaboratively
5. Experience with out of school programming and activities preferred
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

**Reports to:** Program Supervisor – Out of School Programs & Site Coordinator

**Job Goal:** To work with Crossroads staff to assist and guide staff in programming after school activities, including homework assistance. The role of the academic teacher is to bridge the academics of a student's school day into the after school program within the school environment.

**Performance Responsibilities:**

1. Develop program curriculum and support for Crossroads staff to offer homework and academic assistance to students, including, but not limited to movement-based, hands-on activities.
2. Provide recommendations for appropriate reading materials and supplies for students based upon grade-level and/or student need.
3. Provide structured resources to guide Crossroads staff in leading book discussions and/or other academic support for students.
4. Consult with Site Coordinator regarding academic programming for Crossroads.
5. Identify an academic area of focus for each student enrolled in the Crossroads program at that school site.
6. Collaborate with classroom teachers to solicit specific areas of need for students; e.g. sight words, letter sounds, vocabulary, mathematics, measurement, telling time, etc.
7. Create student groups based upon academic needs for site coordinator to implement with Crossroads staff.
8. Meet with Crossroads staff weekly to review upcoming assignments and/or strategies during after-school programming.
9. Offer professional development and training workshops as necessary and requested by Program Supervisor and/or Site Coordinator.
10. Assume such other functions as may be determined.

**Terms of Employment:** Hourly rate; this is a part-time position that operates during the school year only. This position requires 4 hours of work per week, including planning time.

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation.



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**POSITION:** CROSSROADS OUT OF SCHOOL PROGRAMS  
INSTRUCTIONAL AIDE

**POSTING NUMBER:** HR 3669  
**POSTING DATE:** April 13, 2017  
**CLOSING DATE:** Open until filled  
**SALARY:** \$14.00 - \$15.00 per hour  
**EFFECTIVE DATE:** 2017 – 2018 School Year  
**HOURS:** Monday – Thursday, 3:00 p.m. – 6:00 p.m. and Friday, 3:00 p.m. – 4:30 p.m.  
**APPLITRACK NUMBER:** 3669

**JOB DESCRIPTION NUMBER:** (See attached copy for all particulars.)

The following documents must be complete and current for application to be considered for this position:

- Online Application
- Letter of Interest
- Resume
- Copy of Valid Certification and/or License
- Transcripts
- Three Current Letters of Recommendation (dated within one year of application)
- Other: Letter of interest should include background information

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East Hartford, Connecticut 06108

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**JOB ID#**

**TITLE:** Crossroads Program Instructional Aide - Out of School Programs

**QUALIFICATIONS:**

1. High school diploma or GED required; Associate's degree strongly preferred
2. Strong communication and organization skills
3. Ability to work independently and collaboratively, be self-directed, and problem-solve
4. Experience with school aged children and/or after-school programming and activities strongly preferred
5. Maturity, responsibility, professionalism, and sincere interest in working with school-aged children
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

**REPORTS TO:** Program Supervisor- Out of School Programs, Site Coordinator, and Senior Group Leader (evaluated by Program Supervisor with collaboration of Site Coordinator and Senior Group Leader)

**JOB GOAL:** To tutor, support and assist students during homework and enrichment activities as directed by supervisors.

**PERFORMANCE RESPONSIBILITIES:**

1. Develop and maintain a high level of communication and positive relationships with students, families, teachers, school staff, and program staff.
2. Keep classroom and other designated areas clean, neat, and organized.
3. Set-up and clean-up projects and snacks.
4. Support and participate in all lessons and activities as directed by Senior Group Leader.
5. Support and assist with tutoring and monitoring all students during homework time.
6. Monitor and address student behavior in collaboration with Senior Group Leader and Group Leader.
7. Ensure safety of all students during program.
8. Serve as activity substitute when necessary.
9. Support Senior Group Leader and Group Leader with projects and program activity planning.
10. Serve as a role model by using appropriate language and consistent discipline.
11. Consistently provide a friendly, professional, courteous environment where students and families feel welcome.
12. Respect cultural diversity where one creates an inclusive, welcoming, and collaborative environment.
13. Assume such other functions as may be determined by Site Coordinator, Senior Group Leader, and/or Program Supervisor.

**TERMS OF EMPLOYMENT:**

Non-bargaining unit employee. Pay is on an hourly basis based on experience. This is a part-time position that runs only during the school year.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Non-Certified Staff.

Created May 26, 2015

Revised: March 1, 2016

Revised: December 12, 2016



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**POSITION:** CROSSROADS OUT OF SCHOOL PROGRAMS  
YOUTH STUDENT ASSISTANT

**POSTING NUMBER:** HR 3670  
**POSTING DATE:** April 13, 2017  
**CLOSING DATE:** Open until filled  
**SALARY:** \$11.00 per hour  
**EFFECTIVE DATE:** 2017 – 2018 School Year  
**HOURS:** Monday – Thursday, 3:00 p.m. – 6:00 p.m. and Friday, 3:00 p.m. – 4:30 p.m.  
**APPLITRACK NUMBER:** 3670

**JOB DESCRIPTION NUMBER:** (See attached copy for all particulars.)

The following documents must be complete and current for application to be considered for this position:

- Online Application
- Letter of Interest
- Resume
- Copy of Valid Certification and/or License
- Transcripts
- Three Current Letters of Recommendation (dated within one year of application)
- Other: Letter of interest should include background information

All applicants are to apply on-line at [www.easthartford.org](http://www.easthartford.org). The application can be found by clicking on Quicklinks and then Employment Opportunities.

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**JOB ID#**

**TITLE:** Crossroads Program Youth Assistant - Out of School Programs

**QUALIFICATIONS:**

1. Must be at least 16 years of age and provide working papers
2. Strong communication and organization skills
3. Maturity, responsibility, professionalism, and sincere interest in working with school-aged children
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

**REPORTS TO:** Program Supervisor- Out of School Programs, Site Coordinator, and Senior Group Leader (evaluated by Program Supervisor with collaboration of Site Coordinator and Senior Group Leader)

**JOB GOAL:** To tutor, support and assist students during homework, classroom, and enrichment activities as directed by supervisors.

**PERFORMANCE RESPONSIBILITIES:**

1. Assist and take direction from Senior Group Leader or Group Leader to help with copying, preparing and planning materials for lessons and activities.
2. Responsible for cleanup and maintenance of materials for each lesson and/or activity as directed by the Senior Group Leader or Group Leader.
3. Organize and prepare snacks each day for students.
4. Participate and support students during homework and enrichment activity time.
5. Serve as a member of a team assisting co-workers as appropriate.
6. Monitor and address student behavior in collaboration with Senior Group Leader and Group Leader.
7. Ensure safety of all students during program.
8. Serve as a role model by using appropriate language and consistent discipline.
9. Consistently provide a friendly, professional, courteous environment where students and families feel welcome.
10. Respect cultural diversity where one creates an inclusive, welcoming, and collaborative environment.
11. Assume such other functions as may be determined by Site Coordinator, Senior Group Leader, and/or Program Supervisor.

**TERMS OF EMPLOYMENT:**

Non-bargaining unit employee. Pay is on an hourly basis based on experience. This is a part-time position that runs only during the school year.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Non-Certified Staff.