

AFTERSCHOOL/MICRO SCHOOL SUPPORT STAFF

Part Time up to 20 hours/week

\$15 - \$17/hour

Definition

Under the oversight of the Greater Gallatin United Way kidsLINK Afterschool Program and the school principal, Micro School support staff assist in the operation of a full day school program. In this role, you will see to children's basic needs, provide an enriching learning environment, and create a safe, compassionate "home-away-from home" for children.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned):

- Maintain a safe, cheerful, nurturing environment for children
- Organize and supervise a schedule of remote school learning
- Facilitate academic instruction and enrichment activities, oversee meals & snacks
- Design and implement educational, age-appropriate activities
- Implement routine mental health check-ins to assess children's wellbeing
- Ensure the site and operation meets State childcare and standards
- Ensure COVID-19 protocols are strictly followed
- Support maintenance of attendance records, payroll reporting
- Supervise staff including paraprofessionals, substitutes and volunteers
- Assure proper care and maintenance of facilities being used
- Meet periodically with Greater Gallatin United Way Staff to evaluate program

Typical Tasks

- Provide a safe and pleasant environment for the children
- Assist children with online learning
- Encourage proper student behavior through encouragement and clear expectations
- Design and implement check-in activities for mental health and wellness
- Teach sport rules, technique and good sportsmanship
- Prepare nutritious snacks
- Communicate with parents and school staff
- Supervise individual and small groups of children
- Plan a variety of activities such as indoor/outdoor games, drama, and safety awareness, crafts
- Maintain daily records such as attendance, medical, discipline, parent sign-out as well as those listed above
- Secure necessary materials and supplies
- Maintain an orderly and sanitized area
- Attend required training sessions
- Establish work schedule for the aides
- Provide leadership, training and direction for the staff
- Perform other duties as assigned

For more information and to apply, contact the GGUW kidsLINK Program Director:
Karen DeCotis, karen@greatergallatinunitedway.org; 406-587-2194

Employment Standards

- Graduation from high school or equivalent. Experience in after school programming preferred
- **Knowledge of:**
 - ✓ child development principles and practices
 - ✓ requirements of maintaining a children's center in a safe, clean, and orderly condition
 - ✓ behavior management, motivation techniques, providing work direction
 - ✓ health and safety practices and procedures
 - ✓ basic record keeping methods and procedure
 - ✓ software platforms to assist in student learning
- **Ability to:**
 - ✓ analyze situations accurately and adopt an effective course of action
 - ✓ train and provide work direction to others
 - ✓ plan and implement a variety of activities to meet the needs and interests of the children
 - ✓ read, apply and explain the rules, regulations, policies and procedures of the program
 - ✓ prioritize and schedule work
 - ✓ use positive and proper methods of child redirection and behavior modification
 - ✓ communicate effectively with supervisors, aides, students and parents
 - ✓ understand and carry out oral and written instructions
 - ✓ establish and maintain cooperative relationships with those contacted in the course of work, including Greater Gallatin United Way kidsLINK Program Director.

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