



<b>Job Title:</b>	<b>After School Specialist</b>	<b>Date Approved by Board:</b>	3/25/19
<b>Department:</b>	Outreach	<b>Supervisory Responsibilities:</b>	No
<b>Position Status:</b>	Variable schedule based on school year.	<b>FLSA Status:</b>	Non-Exempt
<b>Supervisor:</b>	Outreach Supervisor		

**Position Summary:** Provide a supportive, structured relationship to FamilyCore clients while focusing on specific tasks. The After School Specialist was established for the purposes of helping students develop and strengthen academic, physical and social skills by providing supervision, assistance and tutoring in the after school and summer programs. They will be responsible for providing academic tutoring and enrichment programming for designated groups and organizing and providing recreational activities. The expectation is to work fulltime when school is not in session.

**Responsibilities:**

- Provide close supervision of students.
- Assist in homework assignments, resolving conflict in a respectful manner, problem solving, encourage and mentor students. Tutor students as necessary.
- Teach developmental, age appropriate social skill lessons.
- Plan and facilitate program activities.
- Maintain program equipment and work area.
- Ability to organize and maintain date and confidential information.
- Document attendance of students, and track required data.
- Develop and maintain working relationships with all internal and external clients.
- Working knowledge of de-escalation techniques and methods.
- Adhere to standards adopted through Council on Accreditation.
- Identify, locate and refer students and parents to appropriate community resources to meet identified needs.
- Obtain parental permissions and develop effective working relationships with them.
- Safe transportation of youth and parents.
- Track mileage and gas level of transportation vehicle.
- Collaborate with School Administration and Staff, FamilyCore Staff, and parents.
- Purchase program supplies as necessary utilizing FamilyCore credit.
- Ensure safety protocols and policies are practiced at all times.
- Assume responsibility for professional development and cultural competency.
- \*Perform other duties as assigned.

**Requirements:**

**Education and Experience:**

- High school diploma or equivalent required.
- 1-3 years' experience required.

**Competency:**

- Basic proficiency in MS Word and Excel required. PowerPoint is preferred.
- Excellent written and verbal communication skills. Basic academic skills required.

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## **Requirements Continued:**

### **Competency:**

- Strong interpersonal, problem solving, and teamwork skills.
- Ability to set and maintain professional boundaries with clients.
- Ability to establish and maintain a client focus.
- Must possess valid Illinois Driver's License in good standing, and proof of valid vehicle insurance.
- Ability to operate 7 and 15 passenger vans.
- Must pass required background check.
- CPR and First Aid certification required.
- Must complete child passenger safety training.
- Safe, reliable personal vehicle, to be used for FamilyCore business, including transporting clients.
- Ability to be sensitive and understanding of cultural and lifestyle differences of all people regardless of race, religion, sexual orientation, age, or background.
- Successfully complete FamilyCore training as required.
- Utilize time tracking software and all other software required to fulfill duties.
- Ability to organize and maintain data and confidential information.

### **Physical:**

- Frequent sitting, walking, standing, grasping, fingering, and lifting, pulling and pushing up to 10 lbs.
- Regular reaching, occasional stooping, reaching overhead, and other physical activities related to an office environment.
- Operate general office equipment, including multi-line phone, fax machine, printer, copier, and personal computer, with or without dual screens.

### **Work Environment:**

- Work occurs in and out of an office environment. Frequently exposed to loud noise and outdoor weather conditions.
- May be subject to distraction and interruptions. May be subject to difficult client interactions that involve behavioral and/or emotional challenges.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

**FamilyCore is an Equal Employment Opportunity Employer**

*\*Clarification for 'Other duties as assigned': This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice*

*As of 3/25/19*