



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

---



## Job Description

**Job Title: Before/After Care Site Assistant**

**Reports to:** Site Supervisor  
**Department:** Before/After Care  
**Number of Days:** Varies  
**Compensation:** Not Scheduled  
**Overtime Status:** Non-Exempt  
**Date Job Revised:** January 2, 2007

### **Position Summary:**

- Assist with planning, preparing and implementing activities.
- Assist Site Supervisor with intake process, daily attendance and record keeping.
- Must be actively involved with children daily.

### **Minimum Qualifications/Job Requirements:**

#### **Education:**

- High school diploma or equivalent

#### **Specialized Knowledge, Licenses, etc:**

- CPR and first aid (may be obtained after hired)

#### **Experience:**

- Experience working with children in a child care setting, elementary school or park and recreation setting.

#### **Physical Requirements:**

- Must be able to be actively involved with children.

### **Scope of Authority (If Applicable):**

- Acting supervisor in the absence of the Site Supervisor

### **Customer Contacts:**

- **Internal**
  - Principals, teachers and custodial staff
- **External**
  - Parents

### **Essential Job Functions:**

- Implement lesson plans by actively participating with the children (75%).
- Assist the supervisor with program planning (10%).
- Maintain equipment and supplies and assist with daily set-up (10%).
- Assist the supervisor with completing paperwork.
- Substitute at other sites as needed.