Title: A.S.E.S. Substitute Aide
Program: After-School Education & Safety
Reports To: Assistant Lead, Site Coordinator, and Program Director
Employment Status: Part-time
Hours - MUST be available at least 3 days a week between the hours of 2:00pm-6:00pm
Pay rate: $10.75 – $12.00 per hour based on experience

Position Summary
A.S.E.S. Aides work with a group of 20 students in grades 3rd-8th, on tutoring, homework assistance, and educational enrichment. Aides must be available to work five days a week (Monday-Friday) from 2-6 p.m and 1:30 – 6 p.m. on Thursdays. All Aides must attend mandatory weekly staff meetings. Aides must have high energy, excellent organizational and communication skills, and the ability to maintain a fun and organized atmosphere.

Essential Functions
1. Provide tutoring and homework assistance to help students meet state standards
2. Implement Read 180, computer-based curriculum (training provided)
3. Provide students with educational enrichment which may include positive youth development strategies, recreation and prevention activities
4. Create and implement engaging educational curriculum
5. Work collaboratively with Supervisors.
6. Accurately track students’ progress using programmatic protocol
7. Is responsible to fill out all attendance documents accurately and turn in to their supervisor on a daily basis.
8. Is responsible to carry out that snack is done properly.
9. Is responsible to help program run smoothly and efficiently.
10. Is responsible to report all information to their direct supervisor.
11. Is responsible to stay longer hours if needed.
12. Is responsible to enforce all policies on site.
13. Responsible to display professionalism at all times.
14. Responsible to attend all weekly staff meetings.
15. Responsible to support their supervisor by doing what is asked.
16. Responsible for producing monthly schedule calendars and clubs to their supervisor.
17. for approval by the assigned time deadline.
18. Must work and stay at site if late child pick up occurs and your assistance is needed no matter what circumstances.
19. Must sign in and out on a daily basis for accurate work schedule keeping purposes.
20. Must volunteer 8 hours of mandatory professional development training.
21. Performs other duties that are assigned throughout the year.

Skill Requirements
1. Ability to solely manage a classroom of 20 students
2. Able to manage student behavior and implement effective disciplinary techniques
3. Excellent verbal and written communication skills
4. Highly organized with exceptional interpersonal and partnering relationship skills
5. Enthusiastic and highly motivated
6. Excellent time management skills
7. Professionalism is a must
8. Proficient in Microsoft Office (i.e. Word, Excel)
9. Must pass the District Exam OR have 48 College Units Completed.
10. Must have at least a 2.5 GPA, if enrolled in college as an undergrad.