

## **Job Description and Duties:**

### **Extended Care Aide**

Supervise students in the after care program while caring for their needs as well as facilitating activities and play.

Follow the principles and procedures of the Atelier School as outlined in the school handbook and as communicated by the director of the school.

Arrive on time and as scheduled. Reliability and dependability is a must.

Communicate with parents at pick-up and follow safety/protocol procedures for parent pick-up. (i.e. make contact with parent, check student out for the day, id any person that you have not met and check the student's file)

Maintain safety and general tidiness and cleanliness of the indoor and outdoor spaces used during the after care program. Cleaning up all materials utilized and returning them to proper order for the next school day.

May obtain background check, medical exam, food handlers card, and CPR/First Aid certification prior to employment. The Atelier School will reimburse for expenses accrued for background check, food handlers card, and CPR/First Aid certification.

Dress code includes clothing that allows you to be active and involved with the students, but maintains a professional appearance. No holes, rips, or tears should be present and clothes should be well fitting. Leggings are not acceptable unless worn with a long shirt/dress. Low cut shirts are not acceptable and shorts/skirts must be below the fingertips in length. Shirts with inappropriate graphics or text are not acceptable. Footwear inside the building includes socks or indoor slippers as we remove shoes within the classroom. We go outside in all weather so you should be prepared with proper attire including rain jacket, boots, snow attire, sun protection, etc.