



# Afterschool Instructional Aide

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## Hourly/Part-time Employee

**SUPERVISOR:** Afterschool Program Director

**DEPARTMENT:** Education

**Position Summary:** The Afterschool Instructional Aide will provide non-classroom academic instruction to individuals and small groups to prepare, advance, or remediate students in specific academic areas during the after school program. The Afterschool Instructional Aide transport students safely, responsibly, and efficiently to and from assigned locations.

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### Essential Functions and Responsibilities

#### Tutor:

- Consults with students, teachers, and parents to identify academic needs and to develop individualized tutoring plans for clients.
- Administers and scores assessments to fully understand students achievement levels, areas for improvement, learning styles, and other academic tendencies.
- Reviews class assignments, content, or standards; discusses content with student; and re-teaches when needed.
- Assists students with homework; creates extra practice or training materials and aids as needed.
- Teaches and mentors students, continually guiding them toward comprehension of the assigned subjects or lessons.
- Teaches and models studying, note-taking, and test-taking skills and strategies with students.
- Researches and recommends supplemental textbooks, computer games or apps, equipment, or other learning materials to further enrich students academic success.
- Assesses students progress and achievement throughout tutoring sessions.
- Provides a clean, organized, and learning-conducive tutoring environment to ensure that students are encouraged to be productive, focused, and engaged in learning.
- Maintains detailed records that include assessment results, progress, school performance, and feedback; provides ongoing communication and feedback on the students progress to all appropriate parties.
- Maintains confidentiality of all records and conversations regarding students academic accomplishments and struggles.
- Maintains current knowledge of developments, techniques, and best practices in tutoring through active participation in training and development sessions or workshops.
- Performs other related duties as assigned.

#### Transporter:

- Maintain and properly operate a working vehicle.
- Transport students in a safe and efficient manner.
- Monitor student behavior and safety; correcting behavior issues as needed.
- Report disciplinary problems.
- Inspect bus regularly and notify maintenance of any required repairs or issues.
- Maintain a clean bus by regularly sweeping floor and disposing of trash/debris.
- Be prepared to handle any emergency or situation that may arise during your daily route.

### Required Qualifications

- Bachelors degree in Education, the subject-matter being tutored, or related field required.
- At least three years of work-related experience required.
- Have a valid South Carolina driver's license.
- Flexibility to work afterschool program hours, especially as seasons and service needs change.
- Must have excellent Interpersonal Skills and Collaborative Skills.
- Understanding of Cultural Competency.

### Competencies:

- Excellent verbal and written communication skills with a proven ability to communicate effectively and professionally with students, parents, and educators.
- Strong analytical and problem-solving skills.
- Understanding of multiple, effective methods of instruction.
- Understanding and knowledge of subjects and skills being taught.
- Ability to encourage, positively reinforce, and provide constructive feedback to students to build confidence.
- Proficient with Microsoft Office Suite or related software.

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Community-based location that serves youth, families and community members daily. Frequent contact with employees, community-based organizations, families, students, and community members. Some required travel to afterschool programming locations and community partners. Atypical work schedule, including evening and weekend work.

**Physical Demands**

The position requires prolonged periods sitting at a desk, working on a computer and driving. Must be able to lift up to 15 pounds at times. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Other Duties**

Please note 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.