

ROCKWALL INDEPENDENT SCHOOL DISTRICT**Employee Job Description****ROCK After School Program – Assistant Site Coordinator****Job Title:** Assistant Site Coordinator**Pay Grade:** ROCK 3 – 182 Days**Reports to:** ROCK Area Coordinator**School:** Assigned Campus/Floater**Date Revised:** February 2025

PRIMARY PURPOSE: Assist the campus Site Coordinator or act as the Site Coordinator in developing, implementing, coordinating and supervising the After-School Program at one or more of the elementary campuses. Work hours: 1:30 – 6:00pm. 4.5 hours daily

QUALIFICATIONS:

Education minimum – High School Diploma

Associates or Bachelor's degree preferred or current college student in the education field

ROCK After School Instructional Assistant experience (Minimum 1 year) OR relevant child care experience (Minimum 1 year)

Special Knowledge/Skills

Strong organizational, leadership, communication and interpersonal skills

High energy and enthusiasm; loves children

Dependable, punctual, multi-tasking

Recommendation of Area Coordinator and current Site Coordinator, if applicable

Certifications

CPR/First Aid preferred

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist the Site Coordinator and ROCK Area Coordinator with the day-to-day activities of children and staff in ROCK. Be flexible- your duties will vary daily.
2. Work school days from 1:30 p.m. – 6:00 p.m. daily.
3. Develop and maintain positive relationships with all stakeholders.
4. Prepare and implement curriculum: crafts, activities, gym games, etc.
5. Model effective student supervision. Perform as an Instructional Assistant as needed.
6. Ensure the safety of the students and staff.
7. Keep children in auditory/visual supervision at all times.
8. Ensure that fellow staff members properly supervise students.
9. Engage with the students during activities and build relationships with all students.
10. Train staff to effectively implement daily activities; follow schedule
11. Provide positive guidance to help children develop the ability to be self-disciplined.
12. Work with the campus principal to meet the needs of the campus and ROCK.
13. Maintain supplies needed for program. Turn in supply orders as needed.
14. Maintain proper student/teacher ratio.
15. Track student attendance in EZCT software. Run rosters, submit attendance as needed.
16. Ensure that staff members conduct periodic roster checks at regular intervals.
17. Help Site Coordinator compile payroll paperwork. Turn in payroll as needed.
18. Attend all training sessions and meetings.
19. Maintain current CPR/First Aid certifications.

20. Wear ROCK T-shirt; appropriate pants and closed toe shoes to work or other professional attire.
21. Communicate absences from work in a timely manner to Area Coordinator/Director.
22. Report to another campus as assigned.
23. Performs other tasks and duties as assigned.

SUPERVISORY RESPONSIBILITIES: Assist with supervisor duties as assigned by the ROCK Area Coordinator.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used Standard office equipment including computer and peripherals; standard instructional equipment; walkie-talkie

Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping

Motion: Moderate walking

Lifting: Regular light lifting and carrying (less than 15 pounds)

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

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