

**WILLOWS UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE: AFTER SCHOOL PROGRAM - ACTIVITY ASSISTANT**

**Classification: Range 29**

**BASIC FUNCTION:**

Under general direction of the Site Coordinator and with guidance by designated school site management and/or certificated staff, the School Activity Assistant assists development and implementation of after school and other student learning activities and experiences, including organizing and conducting classes, tutoring, program activities and events, and monitoring of students.

**REPRESENTATIVE DUTIES:**

- Assist in planning and implementation of academic, enrichment, health, and recreational extra-curricular learning experiences for students.
- Assist tutoring of students in academic subjects such as reading, writing, math, and other areas.
- Work effectively with students in after school activities and assist with behavior management, discipline, interpersonal actions, and act as a role model.
- Help mentor students in a variety of learning and life experiences.
- Support environments that are safe, healthy, and conducive to student learning.
- Assist recruitment and enrollment of students in after school programs and activities.
- Promote participation of students, school staff, volunteers, and parents.
- Gather and maintain student participation, development, and achievement data for program evaluation efforts.
- Participate in staff training and professional development opportunities.
- Local and regional travel as necessary to fulfill after school grant requirements.
- Perform related duties as assigned by Site Program Administrator or Site Coordinator.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Child and youth learning activities such as academic achievement; educational enrichment; visual/performing arts; health/nutrition/technology; sports/recreation; and cultural groups and events.
- Techniques and methods of student supervision and behavior management.
- Cultural and physical differences and needs of children in assigned activities.
- Basic computer and technology applications.
- English usage, spelling, and writing.

**ABILITY TO:**

- Work effectively with students of different ages, abilities, and backgrounds.
- Establish and maintain effective working relations with program and school personnel.
- Learn basic first aid and safety requirements.
- Communicate effectively in oral and written expression.
- Physically perform job tasks.
- Follow directions and function within program policies and procedures.

**EDUCATION, EXPERIENCE/TRAINING:**

- Two years' (48 completed units) college level course work preferred in recreation, psychology, health, or other related fields; or Associate's degree or higher; or passage of CODESP test or another district approved NCLB local assessment test.
- Experience assisting with implementation of children and/or youth programs and activities.
- Experience related to K-12 educational systems and sites.

Board Approved: August 5, 2021