

**BASE49 SITE ASSISTANT**

<b>Job Title:</b>	BASE49 Site Assistant
<b>Initial:</b>	May 2014
<b>Revised:</b>	September 15, 2023
<b>Work Year:</b>	Up to 260 days with a combination of split shift and full days dependent upon District 49 calendar and enrollment
<b>Office:</b>	Education
<b>Department:</b>	BASE49 Program
<b>Reports To:</b>	BASE49 Manager
<b>FLSA Status:</b>	Non-Exempt
<b>Pay Range:</b>	Educational Support Personnel Range 7

**Related Organization Chart**

**SUMMARY:** The BASE49 Site Assistant is responsible for assisting in the daily planning and implementation of the program curriculum, communications with parents and school personnel as appropriate, and the supervision of students in a safe and fun environment under the day-to-day oversight of the BASE49 Site Leader.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following statements of essential duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending upon building assignments and other factors.

- Assists and supervises students during all activities and lessons.
- Recognizes the social, emotional, physical and cognitive needs of the students and counsels students utilizing developmentally appropriate practices.
- Assists Site Leader in complying with all federal and state laws, district policies, procedures, and licensing.
- Assists with completion of all required paperwork along with other clerical duties of position. Participates in required meetings.
- Assists with maintenance of head count and ensures students are checked out only to approved parties.
- Assists Site Leader in preparing and implementing lesson plan, organization and schedule.
- Develops and maintains professional relationships with parents and students. Communicates in timely manner.
- Ensures that appearance, cleanliness and safe environment of the site are appropriately maintained.
- Completes all required training as needed upon hire and thereafter.
- Performs other related duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**Supervision & Technical Responsibilities:**

- This position does not supervise other employees.

**Budget Responsibility:**

- This position does not have any direct budget responsibility.

**QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skill, and/or abilities required for this position:

**Education & Training:**

- CPR and First Aid Training required within 30 days of hire.
- Universal Precautions Training required within 30 days of hire.
- Mandated Reporter Training required within 30 days of hire.
- Medication Administration training within 30 days of employment is preferred.

**Experience:**

- Experience working with childcare or student care in an educational setting. Must be at least 18 years of age with the ability to work with children. Must have at least three (3) months of full-time satisfactory and verifiable experience with school age children.

**Knowledge Skills & Abilities:**

- Excellent oral and written communication and interpersonal relations skills.
- Basic math skills.
- Customer service skills.
- Ability to diffuse and manage volatile and stressful situations.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to maintain excellent attendance.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.

**Certificates, Licenses, & Registrations:**

- Criminal background check required.
- TRAILS background check required.

**OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to stand, walk, climb or balance, stoop, kneel, bend, twist, crouch and handle materials. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift

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and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**Work Environment:**

While performing the duties of this job, the employee will work primarily in a school environment. May spend moderate amount of time outdoors during non-inclement weather during outside play or while on field trips.

**Mental Functions:**

While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

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