

**Liberty Tech Charter School**  
**119 Price Road**  
**Brooks, Georgia 30205**  
**770-461-0005**  
[www.libertytechcharter.org](http://www.libertytechcharter.org)



## **After School Program Aide JOB DESCRIPTION:**

Actively supervise and interact with pre- through eighth grade students enrolled in Liberty Tech Charter Schools' After School Programs while implementing creative, developmentally appropriate activities and maintaining a safe enriching environment.

### **REQUIRED QUALIFICATIONS:**

- High School diploma or GED equivalent
- Be eighteen years of age or older
- Excellent oral, written and interpersonal communication skills

### **PREFERRED QUALIFICATIONS:**

- Experience working with children
- Meet the minimum academic requirements and qualifying child care experience specified by DECAL Rules for Child Care Learning Centers

### **SUMMARY OF ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Demonstrate prompt and regular attendance
- Actively supervises and interacts with students
- Implements creative, developmentally appropriate activities
- Maintains the safety of assigned group through pre-planning, prior inspection of equipment, close supervision and continuous interaction with students
- Establishes and nurtures positive relationships with students, families, staff and hosts
- Consistently models appropriate behavior, positive behavior management, and conflict resolution techniques
- Sets up equipment/materials to transform shared space into developmentally appropriate activity centers
- Assists in maintaining shared space by keeping it clean and orderly
- Exhibits appropriate ethical standards, professional appearance and actively pursues professional growth
- Maintains student and program confidentiality
- Exhibits a positive and appropriate attitude
- Complies with the Liberty Tech Charter School and After School Program policies and procedures
- Performs other duties and responsibilities as assigned by the Director of After School Programs or his/her designee

## **REQUIRED DUTIES & RESPONSIBILITIES:**

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all LTCS policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.

## **PHYSICAL DEMANDS:**

Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Ability to tolerate a work environment which includes working outside and prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position.

## **REPORTS TO:**

After School Program Site Coordinator and Operations Manager

## **SALARY:**

This is a non-contractual position. The rate of pay is \$15 per hour/19 hour's maximum per week. There are no benefits entitlements associated with this position.

## **ADDITIONAL COMMENTS:**

Complete application packets consist of: Letter of Interest that refers to the desired position by position title Current résumé Completed application found on [Hiring - Liberty Tech Charter](#) Copies of all valid professional certificates (as applicable for position) College transcripts or high school diploma/GED equivalent (as applicable for position)

It is the policy of Liberty Tech Charter School not to discriminate on the basis of race, color, religion, sex, national origin, age, disability or genetic information in any of its employment practices, educational programs, services or activities. For additional information about nondiscrimination provisions or to request accommodations based on a disability, contact the Human Resources Department (770-461-0005 ext 1023).