

**Position Title: Elementary WIN Lead Program Staff**

**Program: WIN After School**

**Employment Classification: Part-time school year.**

**8.75 - 15 hours per week, Monday - Friday; August – June**

**\*Hours scheduled will correlate with the site at which you work and the amount of time needed to fulfill job responsibilities\***

**Reports to: District WIN Director**

**JOB SUMMARY**

WIN Lead Program Aide is responsible for overseeing the academic enrichment and youth development of assigned grade level(s) by building relationships with classroom teachers and program staff with support and supervision from the District WIN Director.

**QUALIFICATIONS**

1. Minimum of High School Diploma, 2-year Associates or 4-year college degree preferred.
2. Ability to respect confidentiality of families and staff.
3. Experience working in an after-school setting or with elementary age children preferred.
4. Strong organizational skills.
5. Excellent communication skills and the ability to develop and maintain effective relationships with, school staff, students and parents.
6. Experience working with staff and families from diverse backgrounds and experiences.
7. Ability to supervise students, program staff and program operations.
8. Ability to address and resolve any issues and implement approved change when necessary.
9. Must be able to work with little or no supervision and make appropriate judgment calls.
10. Must be patient, flexible, understanding, respectful, responsible, dependable, and carry a high energy and sense of creativity.
11. Must be able to interact physically with children during program activities.
12. Ability to sit or stand for long periods of time.
13. Ability to lift a minimum of 50 pounds.
14. National background check required and will be paid for by employer

**ESSENTIAL JOB FUNCTIONS**

1. Communicate with classroom teachers and program staff to address academic needs and create individualized learning strategies for students.
2. Provide support to district and site coordinator and coordinate daily schedules.
3. Gather all resources and supplies necessary daily.
4. Work with the Site Coordinator in the organization and facilitation of training for staff. Site coordinators and program leads will conduct monthly site staff meetings.
5. Maintain the program's vision and provide quality professional care in a warm and secure atmosphere with special consideration given to individual differences and needs.
6. Work closely with the grade level teachers and WIN Director to ensure smooth operation of the program. This includes complying with the Sparta Area School District procedures in reporting accidents/injuries/incidents and fielding any problems at the site.

7. Responsible for providing positive direction to children, teach and encourage new skills, and ensure a safe environment for all children.
8. Be an effective communicator with children, parents, staff, school personnel, and supervisors. Welcome and encourage an open-door communication policy with children and parents.
9. Attend school staff meetings and trainings as deemed necessary by the District WIN Director.
10. Adhere to guidelines and procedures as defined in the Sparta Area School District Policy Manual.
11. Understand the responsibility of self and staff as mandated child abuse reporters.
12. Oversee the safe dismissal of students, ensuring that the adult at pick up is on the approved list and that you have checked the ID if you do not know the individual

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

This can be a rather fast paced and active position. It may entail being outdoors on a daily basis (weather permitting), implementing various group activities and games

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**\*\*For Questions please contact Holly Church at  
hchurch@spartan.org\*\***

EQUAL OPPORTUNITY EMPLOYER