

Extended Care Assistant

Status: Non-Exempt, Part-Time (2:45PM to 6:00PM), Academic Year

Overall Objectives

Works with the Extended Care Team to provide a safe and nurturing environment and to promote physical and mental wellness of the students in the program.

Principal Roles & Responsibilities

- Supervises students in the program and promotes safety and respect amongst all participants.
- Follows protocols and addresses student health and first-aid needs.
- Leads students in fun and engaging activities to promote student development.
- Prepares and serves snacks to students.
- Ensures proper sign-in/sign-out procedures are followed.
- Cleans up and puts away supplies at the end of the day.

Program Compliance

- Follows instructions and responds to supervisor direction.
- Follows all school policies and protocols.
- Maintains accurate attendance records and proper documentation.
- Attends all required safety and health training.

Communication

- Participates in daily team meeting.
- Reports issues/concerns promptly to supervisor.
- Reads all school communication.

Professional Conduct

- Models and encourages all behavior outlined by the Board-approved Professional Conduct Policy.
- Maintains a professional image.
- Maintains positive working relationship with students, colleagues, and families.
- Completes responsibilities in a timely and accurate manner.
- Meets set objectives and goals.
- Demonstrates a commitment to the organization.
- Takes pride in work and is committed to quality.
- Meets attendance and punctuality guidelines.

Qualifications:

- High School Diploma
- Prior experience working with students in grades K-8 preferred.

- Ability to use iPad apps.
- Proficiency in Mandarin Chinese preferred but not required.

Employee Requirements

Must meet all employment requirements, including but not limit to criminal background checks and reference checks.

Salary & Benefits: Generous hourly rate and paid sick time

Start Date: August 28, 2019

To Apply: Send Cover Letter, Resume, and [Application for Employment](#) to HR@yinghuaacademy.org

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