



Children First/Communities In Schools of Buncombe County Extended Learning Assistant Job Description

Program:	After-School Enrichment
Position Title:	Extended Learning Assistant
Employment Status:	Part-Time. Hourly, non-exempt.
Hours:	7 to 15 hours per week. Must be available at least two days per week during after-school operating hours 2:30pm to 6:00pm, Monday through Thursday. Minimal nights and weekend hours may be required.
Salary:	\$20.50 per hour
Location:	Asheville, NC

Organizational Overview

Children First/Communities In Schools of Buncombe County (CF/CIS) works to strengthen both child and family by keeping students on track for academic success. Our Student Support Specialists work in K-6 schools to support students with improvement goals related to attendance, behavior, coursework, parent engagement, and social-emotional learning. Our afterschool and summer programs provide students with homework help, enrichment activities, healthy snacks, and support with their individualized goals. Our Family Resource Centers offer food boxes, school supplies, emergency financial assistance and much more.

Position Overview

The Extended Learning Assistant will be working with school-aged children and assisting other CF/CIS staff in implementing after-school programming.

Key Responsibilities

- Interact with children on an individual, small and large group level
- Ensure the supervision, care, and safety of children at all times
- Facilitate activities; prepare and set up activity supplies as needed
- Implement behavior guidance techniques
- Prepare, serve, and clean up snacks and other meals if needed
- Assist in assuring sanitation standards
- Assist with data collection and monitoring; review to make sure students are progressing toward goals
- Complete all paperwork in a timely manner, including but not limited to: activity sheets,

- attendance, behavior guidance, incident reports, parent contacts, etc.
- Complete/maintain vehicle up-keep and cleaning
- Attend staff meetings and trainings, as needed
- Follow Children First/CIS policies and procedures

Experience and Qualifications

- High School Diploma or GED
- Experience working with school-aged children
- The ability to drive a 14-passenger van, which requires a valid state-issued driver's license and clean driving record, is preferred but not required
- Speaking conversational Spanish, Ukrainian, or Russian is preferred but not required

We are looking for an individual that has:

- A commitment to our mission of "...empowering children and their families to reach their full potential through advocacy, education and services. As Communities In Schools, we surround students with a community of support, empowering them to stay in school and achieve in life."
- The ability to project a positive professional image of organization to the community
- The ability to maintain the program and facilities at or above Children First/CIS standards
- The ability to work with diverse populations in an outgoing, friendly, and welcoming manner
- The ability to develop a harmonious working relationship with supervisors, employees, volunteers, community partners, and the general public
- A flexible work style that can accommodate diverse needs of children, work interruptions, and crisis calls
- An open and creative mind that will be receptive to new and innovative ideas
- The ability to give and receive information effectively orally and in writing
- The ability to perform duties with considerable independence of action, decision making, and to make correct application of policies and procedures
- The ability to do light to heavy lifting and has good physical health and endurance
- The ability to maintain a clean, safe, and visually pleasing atmosphere for children

To apply: Send your cover letter and resume to employment@childrenfirstbc.org. You will be required to submit three references prior to your final interview.

Children First/Communities In Schools of Buncombe County provides equal employment opportunities to all employees and applicants for employment, without regard to race, color, religion, creed, sex, gender identity, sexual orientation, marital status, national origin, age, disability, military, or veteran status in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including but not limited to; hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. Children First/CIS complies with the Americans with Disabilities Act and its regulations.