Program Assistant for Middle School – Job Description

The L.A.C.E.R. Afterschool Programs provide middle and high school students with free opportunities in the arts, academics, and athletics every day after school. Located in eight Los Angeles public schools, the program serves over 1,080 students every day with a team of instructors, artists, coaches and volunteers. The services L.A.C.E.R. provides make all the difference for the families we serve; 84% are economically disadvantaged; they do not have access to the high-quality programming L.A.C.E.R. specializes in, such as visual and performing arts, math and English tutoring, college and career prep, and organized sports for girls and boys. L.A.C.E.R. began in 1995 and programming is funded by Federal, State, City, and County funds, as well as Private Corporations and Foundations and individual donors. L.A.C.E.R. also partners with other non-profits to provide specialized classes and opportunities to our student community.

Job Goals:

- To teach students to respect themselves, their peers, their elders, their schools, and their community.
- To provide homework assistance and an opportunity to improve math and literacy skills and instill a love of learning.
- To provide new experiences, especially in the arts, with many workshops, classes, and field trips.
- To provide students recreational opportunities aimed at developing teamwork on and off the field, as well as introducing healthy lifestyle habits.
- To provide caring adults as role models/mentors demonstrating that they do care about young people.

Major Responsibilities:

Be part of the leadership team at the school site. Understand the State or Federal grant goals. Understand the role of Beyond the Bell Branch and their responsibilities. Know the school culture and who is responsible for what area of discipline. Under the direction of Program Director serve as the second point person for solving student issues, parent issues and communicating, observing, and counseling staff, informing school personnel on changes to program. Handle and prepare incident reports when needed. Reporting all issues to appropriate staff. Always maintain a professional attitude.

Daily Tasks:

- Assist Program Director with organizing, planning, and supervising daily afterschool activities.
- Responsible for tracking, filing, and entering all student registration forms into the student database system.
- Tabulating and maintaining student paper sign-in sheets in good order.
- Responsible for entering all daily student attendance into database system.
- Assist Program Director with all student recruitment/retention efforts (daily, weekly, monthly activities).
• Maintain daily communication with all program staff
• Assist with hot supper and food services paperwork and reports
• Generate copies of the program calendar and post accordingly around campus.
• Assist with making parent reminder calls (as needed)
• Prepare and assemble program materials for students, school, and parents
• Help organize field trips (as needed) and assist with special events
• Serve as the substitute when Program Director is absent

Program Supervision:
• Provide daily supervision for all students.
• Visit each activity to review class structure and student engagement.
• Provide appropriate discipline actions when required.
• Report all issues to Program Director.

Organizational Relationships
Under the supervision and direction of the Program Director. Has frequent contact with the executive staff, office staff, and other program staff. Works in close partnership with the school administration, faculty, and staff.

Qualifications
• Experience: Experience working with youth in non-profit educational agency or school preferred. (Ages 10-14).

• Education/Knowledge: Enrolled in or attending college, A.A. degree in education or related field is preferred. Major course work in education, human services, social services, or a related field is preferred. Strong interest in youth development.

• Skills and Abilities: Strong leadership skills, ability to take initiative, and outstanding interpersonal skills. Demonstrate strong time management and organizing skills. The ability to relate well to diverse individuals and to be flexible and open to new ideas. Driven by creativity and have the proven ability to deliver a consistently high quality of service to the students that L.A.C.E.R. serves with the afterschool program. An aptitude for managing multiple projects/tasks simultaneously.

• Computer Skills: MS Word, MS Excel, MS Publisher, MS PowerPoint, internet, e-mail.

• Required pre-requisites prior to working: Must have current TB test results (every 4 years), CPR/First Aid certification (every 2 years), COVID-19 vaccination and Live Scan federal and state fingerprinting (1 time only).

• Physical Requirements: Dexterity of hands and fingers to operate a computer and office equipment; sitting or standing for extended periods of time; walking to various sites at the assigned location; kneeling and bending, pushing and pulling and reaching to retrieve items; lifting and carrying objects weighing up to 15 pounds; and hearing and speaking to exchange information in person and on the phone.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties
required by their supervisor. This description does not create an employment contract implied or otherwise, other than an "at-will" relationship.

The L.A.C.E.R. Afterschool Programs provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Reports to: Middle School Program Director
Job Type: Part-time
Work Location: King Middle School
Pay Frequency: Twice monthly
Pay Rate: $18.00 per hour
Hours: Monday – Friday, 11-6 or 12:30 -6, 25 - 26.5 hours per week