

YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY

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After School Aide

REPORTS TO: After School Coordinator, Office Manager

SUMMARY

The After School Aide supports the After School Coordinator in providing a safe, structured, and engaging after school program for students ranging from all grades. Under the direction of the After School Coordinator, this position assists with student supervision, homework support, recreational activities, behavior management, snack distribution, and daily program operations while fostering a positive, inclusive, and respectful environment that promotes student growth, safety, and well-being. The After School Aide encourages student engagement, independence, and success while maintaining confidentiality and supporting the mission, policies, and educational objectives of YES Charter Academy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in providing a safe, positive, and welcoming after-school environment
- Supervise students during indoor and outdoor activities, transitions, meals, and recreation
- Assist students with homework and reinforce learning activities under staff direction
- Encourage positive behavior and reinforce program expectations
- Monitor student safety and promptly report injuries, concerns, or behavioral incidents
- Assist with organized games, enrichment activities, crafts, and recreational opportunities
- Help distribute and clean up snacks and activity materials
- Assist with student attendance, sign-in/sign-out procedures, and daily program documentation
- Support students in developing positive social skills, cooperation, and conflict resolution
- Communicate professionally with students, families, and school staff
- Assist with maintaining clean, organized, and safe program spaces
- Follow all school policies, emergency procedures, and child supervision requirements
- Participate in required meetings, trainings, and professional development
- Maintain confidentiality of student and family information
- Perform other duties as assigned in support of the After School Program

ADDITIONAL DUTIES

- Participate in 3 events per year, outreach activities, fundraisers, family events, and board meetings. (Open House, Back to School and Graduation are not considered part of the 3 events and participation/attendance are mandatory)
- Have a strong commitment to the philosophy and success of the Environmental Science focus of the school

- Participate in co-curricular and extra-curricular activities such as serving as an advisor to a student club, attend field trips with students
- Participate in professional development
- Speak to the Administration, Teacher Representative or Council Member directly about concerns relating to the governance of the school so that issues may be resolved in a timely manner and with minimal problems to other faculty, students, families or community

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of age-appropriate activities for school-age children
- Understanding of child growth, development, and positive behavior support
- Ability to supervise students while maintaining a safe environment
- Ability to build positive relationships with students and families
- Ability to communicate effectively with students, staff, and parents
- Ability to remain calm and respond appropriately during emergencies or challenging situations
- Ability to work collaboratively as part of a team
- Ability to organize activities and manage multiple tasks
- Ability to follow oral and written instructions
- Ability to maintain confidentiality and professional boundaries

GENERAL QUALIFICATIONS

- **Verification of eligibility to work in the United States**
- **Current TB clearance**
- **Must undergo and maintain clear DOJ and FBI clearance**
- Must believe in YES Charter Academy's Mission, Vision and core values
- Must have excellent communication skills, both oral and written, with the ability to foster positive working relationships
- Must be able to interact with stakeholders at all levels (including staff, parents, students, and community members) in a respectful manner and provide excellent customer service
- Must be able to work collaboratively in a team environment
- Must have strong organizational, problem-solving, and time-management skills
- Must attend and participate in YES staff meetings as required
- Must attend and participate in YES training as required

WORKING ENVIRONMENT

- Frequent standing, walking, bending, kneeling, and lifting up to 25 pounds
- Indoor and outdoor work in varying weather conditions
- Frequent interaction with students, staff, and families
- Lifting, carrying, and moving program equipment and supplies
- Exposure to noise associated with active student environments