**JOB DESCRIPTION FOR: Panther Place Worker**

**REPORTS TO:** Family Resource and Youth Service Center Coordinator and

Panther Place Director

**QUALIFICATIONS:**

High School Diploma or Equivalent; other qualifications as established by the Board of

Education, Federal and/or State Law

**GENERAL RESPONSIBILITIES:**

To provide a nurturing environment for selected students after school hours; to be present at the Panther Place site on all days of operation and to maintain an orderly physical environment that is conducive to the growth and development of children.

**DUTIES:**

1. Works with individual students or small groups of students to reinforce learning.

2. Guides independent study, enrichment work, and remedial work.

3. Supervises activities as requested by the Panther Place Director.

4. Assists in the preparation and maintenance of program materials as requested by the Panther Place Director.

5. Communicates with the Panther Place Director regarding difficult individual student behavior. Informs the Director of any problems or special information regarding an individual student.

6. Maintains ethical behavior and confidentiality of information about students.

7. Assists the students with self-care activities.

8. Is present at Panther Place during program hours except in the case of an emergency.

9. Follows district and building procedures to safeguard the health and safety of the students, which include but are not limited to hand washing, sanitary measures, safety rules, and rules regarding the use of supplies and equipment.

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**JOB DESCRIPTION FOR: Panther Place Worker (continued)**

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10. Is knowledgeable of the emergency file and emergency procedures.

11. Knows fire and severe weather procedures and assists in the supervision of required drills.

12. Performs other duties as assigned by the Panther Place Director and/or the Family Resource and Youth Service Center Coordinator.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION June 17, 2013

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