

**After School Arts Academy Assistant (Community Schools Grant)**

*Classified Position -*

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| <u>Salary</u><br>\$22.00/hour per Community Schools Grant | <u>Days</u><br>TBD | <u>Reports to:</u><br>Wendy Gamblin, Director of Community Schools Grant |
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**SCOPE OF RESPONSIBILITIES**

Perform general clerical work and assisting the ASAP coordinator in development and presentation of after-school programming.

**REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS**

1. Assist in preparation and serving of snacks/meals on program days
2. Facilitate and/or organize art activities or games under ASAP coordinator supervision
3. Assist in cleaning up and taking care of materials
4. Maintain standard safety practices
5. Maintains regular and predictable attendance
6. Adheres to the professional code of ethics
7. Successfully utilizes technology as appropriate in job function
8. Perform related duties as assigned

**ABILITY TO:**

- Maintain offices and other facilities in a clean, safe and secure condition
- Observe health and safety regulations
- Understand and follow oral and written directions

**MINIMUM QUALIFICATIONS**

1. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law
2. A minimum of 48 college credit hours or a passing score on the Kentucky Paraeducator exam
3. Minimum of 3 years work experience with the community

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