

After School Worker

4. Work closely with Transformation Waco After School Coordinator to retain organized and accurate records and assist in record maintenance as instructed.
5. Attend required meetings, trainings and other events as instructed.
6. Coordinate with Transformation Waco After School Coordinator to ensure After School program quality and standards are maintained.
7. Implement safety and discipline guidelines.
8. Maintain a working knowledge of the J H Hines and Waco ISD district policies and procedures.
9. Maintain frequent and open communication with Transformation Waco After School Coordinator regarding any program events, meetings, or other changes.
10. Perform other duties as assigned.

Supervisory Responsibilities:

None

Professional Conduct:

Conduct oneself in a professional ethical manner in accordance with WISD code of ethics.

Equipment Used:

Educational manipulatives, recreational and sports equipment, copier, personal computer, and audiovisual equipment.

Working Conditions:

Work indoors and outdoors. Constant contact with students, parents, and staff

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Ability to think clearly in stressful situations and a high stress tolerance required, high physical stamina and extended amount of walking necessary, occasional district wide and statewide travel; frequent prolonged and irregular hours; use of computers and related equipment; occasional lifting of up to 35 lbs.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

ACKNOWLEDGMENT

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I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

Employee Signature

Date

Printed Name

Employee ID #

Non Discrimination Statement

The Waco Independent School District is an equal opportunity educational provider and employer does not discriminate on the basis of race, color, natural origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, please email titleixcoordinator@wacoisd.org or contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or P.O. Box 27, Waco, TX 76703.