



Board of Education of the City of St. Louis  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Temporary Community After-School Support Assistant
<b>Payroll/Personnel Type:</b>	10 Month
<b>Job #:</b>	9314
<b>Reports to:</b>	After-School Coordinator
<b>Shift Length:</b>	temporary
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

The Community After-School Assistant works in a variety of settings. The After-School assistant supports Full Service School programs and activities that support students and their families' emotional, social and health needs. Services may include: family support, after school programs, parenting involvement and administrative support, linkages to the Full Service School program.

**Essential Functions:**

- Providing services under the stranded student program
- Addressing students who were not picked up after school
- Answering school phone after hours
- Manage Full Service programs and Events after school hours
- Collecting data for program reporting
- Assist staff with making attendance calls
- Help coordinate all Full Service School activities

**Knowledge, Skills, and Abilities:**

- Ability to work effectively with students
- Effective Oral Communication
- Effective Written Communications
- Customer Service
- Computer Skills
- Professionalism
- Ability to work effectively with school staff

**Experience:**

- Experience working with culturally diverse parents and families in an urban educational setting

**Education:**

- High School Diploma or Equivalency

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Sitting, standing, walking, talking, hearing
- Clarity of vision at 20 inches or less with the ability to bring objects into sharp focus
- Light Work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk



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**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

Employee	Date	Immediate Supervisor	Date
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Human Resources	Date
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***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***