



**Job Title:** Middle School Lead Program Assistant  
**Reports To:** Elementary Site Coordinator  
**Classification:** Non-exempt  
**Supervisory Responsibilities:** None  
**Date:** 02/4/2021

Our Mission: Grace Place puts faith into action providing pathways out of poverty by educating children and families.

### Summary/Objective:

Working closely with the middle school site coordinator, teachers and enrichment leaders, provide oversight for a group of students and build positive relationships that lead to achieving program goals for each student. The Lead Program Assistant is responsible for leading, coordinating, and carrying out activities and guiding students.

**Hours: Monday - Thursday 3:30 PM - 6:15 PM**

### Essential Duties and Responsibilities:

- Assume responsibility for the safety, health, and welfare (physical and emotional) of students entrusted to his/her care.
- Assist each student to achieve the desired outcomes related to program goals.
- Provide opportunities for students to participate successfully in all aspects of the program experience.
- Identify and meet individual student needs.
- Recognize and provide opportunities for group interaction, problem-solving, and decision making.
- Guide group or individuals in activity plans.
- Carry out established roles in enforcing program safety regulations and implementing emergency procedures.
- Supervise all assigned aspects of the students' day including arrival and departure, meal times, classes and enrichment programs, recreation/free play, field trips, and pool.
- Assist in teaching or leading activities as assigned.
- Set a good example for students and others including cleanliness, punctuality, personal language, appearance, health habits, sportsmanship, and manners.
- Adhere to all program policies.
- Encourage respect for personal property, equipment, and facilities.
- Participate in the student's individual evaluation process as requested.
- Prepare for and actively participate in staff training, meetings, and supervisory conferences.
- Communicate in a clear, timely, and respectful manner with all staff, parents, and volunteers

### Qualifications

#### Education:

Advanced education beyond High School Diploma preferred in Education, Community Education, or related field.

## Experience:

Six months of successful experience providing services for children, excellent communication skills, and the ability to work with individuals of diverse cultural/ethnic backgrounds.

## Knowledge, Skills and Abilities:

- Demonstrated experience working with diverse cultures and populations and ability to communicate effectively preferred.
- Proficiency in Microsoft Word and Excel, use of the internet, and basic computer skills sufficient to maintain program records and budgets, generate publicity materials, and communicate with parents, volunteers, partners, and community.
- Strong interpersonal skills and verbal and written communication skills.
- Commitment to the mission and core values of Grace Place.
- Current first aid and CPR certificates (can obtain within 90 days of employment).
- Willing to submit to Fingerprinting and Background Checks.
- Compliance with Good Moral Character as described by DCF.
- Commitment to supporting the leadership culture of the organization.

## Additional Information:

As members of the Grace Place team we all value and support the Grace Place Vision, Mission, Faith Statement and Organizational Core Values.

**Work Environment:** Position requires working in numerous locations which include varied temperature, noise level, and other factors that may affect a person's working conditions while performing the job.

**Position Type and Expected Working Hours:** Part-time (part time is defined as someone who is working 40 hrs or less a week) Anticipated working hours of approximately 3:30-6:15 pm Monday through Thursday, including some evenings and weekends as needed.

**Physical Demands:** Bending, sitting, and standing for long periods of time. May require lifting objects weighing up to 20 lbs. as needed.

**Additional Eligibility Qualifications:** Background check, fingerprinting required.

## Organizational Competencies:

The following competencies are organizational in nature in that all Grace Place employees are expected to exhibit these competencies and will be part of the basis for their performance evaluation.

**Work Ethic and Commitment:** Extent to which the employee takes pride in his or her work, and is dedicated and committed to excellence in personal goals and organizational mission. Extent to which a significant volume of quality work is performed efficiently in a specified period of time; employee is a peak performer with a high energy level.

**Initiative and Problem Solving:** Degree to which employee takes active steps to set and achieve tasks/goals on a timely basis. Is a self-starter and solution-seeker who possesses a sense of urgency

and takes action with minimal instruction. Is able to identify issues/problems and possible solutions and is willing to act on the solutions.

**Service Orientation:** Extent to which the employee understands and exhibits behaviors that enhance and improve the experience of various stakeholders: students/families, volunteers, donors/supporters, and community partners. Knows and acts upon what it takes to deliver value. Makes a genuine effort to listen to stakeholders and seeks to understand and resolve needs/issues.

**Judgment and Decision Making:** Ability to arrive at sound decisions in a timely manner with positive results. Understands and utilizes core values of organization and relevant policies and seeks appropriate guidance when needed.

**Quality, Care, and Dependability:** Extent to which work is accurate, thorough, and neat. Degree of reliability in performing tasks, following instructions and meeting deadlines. Employee possesses the ability to produce reliable work without follow-up or inspection.

**Teamwork and Interpersonal Relations:** Extent to which employee is positive and projects a willing-to-please attitude, cooperation, and team spirit. Understands goals of the department, as well as collaboration with other departments, and is willing to accommodate the personnel, tasks, and situations involved in order to accomplish department and organizational goals. Consider employee relationships with other staff, volunteers, students/families, and community partners.

**Communication Skills (oral and written):** Communicates effectively and accurately both orally and in writing with individuals and groups; presents ideas in an organized, clear and concise manner; employs tact and discretion; listens well; offers appropriate feedback. Listens to others. Communicates with a clear message and is open to different perspectives. Ensures that the receiver hears and understands the message.

**Job Knowledge and Technical Skills:** Extent to which the employee possesses the practical and technical knowledge of duties, functions, work safety procedures, policies, and takes responsibility for reviewing and up-grading areas of expertise and development of new skills as needed.

**Planning and Organizing:** Level of effectiveness in planning and organizing daily work. Ability to achieve short- and long-range objectives. Assess organization of work and time management skills.

**Professional Image:** Extent to which the employee projects a professional image through appearance, conduct, and work areas.

#### **Equal Employment Opportunity Statement:**

Grace Place values diversity in the workplace and among our partners and other stakeholders.

It is the policy of Grace Place to provide equal employment opportunities to all qualified employees and applicants on the basis of experience, training, education, and ability to do the available work without regard to race, color, religion, sex, national origin, age, disability, marital status, pregnancy, veteran status, sexual orientation, gender identity, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide

occupational qualifications, business necessity or age limitations will be adhered to by Grace Place where appropriate.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor at Grace Place to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies could be considered a disciplinary offense.

**Disclaimer:** This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.