Position Title: After School teacher’s aide  
Dept/Office: Edgewood Campus Grade School  
Reports To: Joyce Wodka, Business Manager  
FLSA Status: Non-Exempt  
Other: 10 hours/week  
Date Updated:  

SUMMARY OF JOB SCOPE & RESPONSIBILITIES

After School Teacher Aides needed in grade school Middle School After School programs on Mondays from 2 to 5:30 p.m. and Tuesday through Friday from 2:30 – 5:30 p.m. Applicants must be reliable, flexible, and compatible with students and teachers, follow directions precisely, work under pressure, and have a positive attitude and excellent work ethic. Neat appearance, proper dress and concise, neat, timely work is expected. Anyone hired for work study at the Campus School will be required to take a 3 hour “VIRTUS, Protecting God’s Children” course as a condition of employment.

ESSENTIAL JOB FUNCTIONS

Ability to interact with students and teachers, computer skills and responsible use of school equipment are required. After School aides will be required to accompany students on the playground, mentor homework, supervise individual and group play. Reliability is paramount. Do not apply unless you can commit to working even during exams and when homework pressure builds.

JOB QUALIFICATIONS

Applicants must be reliable, flexible, and compatible with students and teachers, follow directions precisely, work under pressure, and have a positive attitude and excellent work ethic. Neat appearance, proper dress and concise, neat, timely work is expected. Anyone hired for work study at the Campus School will be required to take a 3 hour "VIRTUS, Protecting God's Children" course as a condition of employment.

Students with good work ethic and experience encouraged to apply.

The candidate must actively support the mission of the college by working with faculty, staff and students to share in our core values - truth, compassion, justice, partnership, and community.

Edgewood, a Catholic College, is rooted in the Dominican Traditions, engages students within a community of learners committed to building a just and compassionate world. The College educates students for meaningful personal and professional lives of ethical leadership, service and a lifelong search for truth.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; frequently required to use hands to finger, handle, or feel; the ability to interpret and respond to printed documentation; the ability to communicate effectively on the telephone;
and the ability to communicate effectively both orally and in writing. The employee must occasionally lift and/or move up to 10 pounds. The noise level in the work environment is frequently not quiet.

**DISCLAIMER**
The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**To Apply:**
http://my.edgewood.edu/sites/services/HRE/sefs/cjfs/Lists/After%20School%20Teachers%20Aide/overview.aspx