

# ABSECON PUBLIC SCHOOLS

## Job Description

TITLE: PALS STAFF

### QUALIFICATIONS:

1. Ability to work with students and staff
2. Ability to maintain a positive learning environment
3. Required criminal history background check and proof of United States citizenship or legal resident alien status

### REPORTS TO:

Director of PALS

### JOB GOAL:

To assist supervisors in the PALS program

### PERFORMANCE RESPONSIBILITIES:

1. Assist with children in the PALS after school child care program
2. Coordinates educational and leisure programs on a daily basis
3. Assures policies are followed regarding the safety and security of children
4. Ensures effective public and community relations through ongoing communications with parents/guardians and appropriate program recruitment
5. Communicates with parents/guardians on an ongoing basis about the after care program and provides appropriate attention towards special needs children

### TERMS OF EMPLOYMENT:

Twelve (12) month work year.

Salary as negotiated through the Absecon Board of Education.

### EVALUATION:

PALS Supervisor