



SACC Student Worker

Job Overview

The job of the SACC Student Worker was established for the purpose/s of providing support to an assigned SACC location as well as gain entry-level job experience.

Duties and responsibilities include preparing snacks, cleaning SACC areas, preparing and maintaining supplies for activities, providing student counts, and assisting with arrival and dismissal procedures

This job reports to the SACC Site Leader.

Essential Functions

- Assists with checking in students from the school day, maintaining counts, and notifying leadership if ratios are not within state compliance.
- Notifies leadership of absences of full-time students and assists with verifying student's location.
- Performs front desk tasks such as opening the door, calling students for dismissal, engaging with parents, checking identification, and answering basic SACC questions.
- Assists the site leader in completion of daily paperwork.
- Maintains security by checking the identification of adults before releasing students.
- Assists in maintaining the school and SACC materials, equipment, and property. This includes leaving an area better than you found it (e.g. bagging and taking out the trash, cleaning tables, sweeping, and cleaning toys) and maintaining a clean and orderly environment for SACC.
- Participates in staff meetings, training programs, and workshops offered to increase skills and proficiency as related to the role with SACC and WCS.
- Keeps parents informed of upcoming full days of care including date, cost and activities planned, SACC activities, and camp registration.
- Communicates effectively to build positive relationships and a welcoming environment with staff members, students, parents, and administrators by using tact and good judgment.
- Follows emergency procedures appropriate for the site to ensure the safety of the children. This includes the front desk procedures and sign in and out process, first aid, fire, tornado, etc.
- Adheres to student confidentiality policies.
- Carries out all program activities including taking attendance, preparing and distributing snacks and meals, assisting SACC workers during SACC activities and rotations and maintaining safety and order with other non-SACC school activities such as chorus, EWLP, tutoring, etc.
- Adheres to rules, regulations, and standards as stated in the TN Department of Education Licensing Standards, Williamson County School Board, and SACC Employee handbook.

Performs other related duties as assigned by the Site Leader and/or In Charge person for the purpose of ensuring the efficient and effective functioning of the work unit. This can include but is not limited to prepping materials for full day care and special projects, filing, organizing and cleaning SACC cabinets/areas, replenishing first aid kit, making ice packs, bagging snacks and searching online for extra activities.

Working Environment

The job is performed in a standard school environment under conditions with some exposure to risk of injury and/or illness.

Generally, the job requires (30)% sitting, (20)% walking, and (50)% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Qualifications

Must be a current Williamson County Student and at least 16 years of age.

Minimum experience: None



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Minimum education: None

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Successful experience working with school age children preferred.
- Demonstrates initiative in identifying potential problems or opportunities for improvement.
- Exhibits interpersonal skills to work as an effective team member.
- Models and maintains a high level of professionalism.

Required Testing:

None Specified

Required Certificates and/or Licenses:

None Specified

FLSA Status:

Non-exempt

Continuing Education/Training:

Child abuse prevention training;
Annual training as defined by the
Tennessee Department of Education

Clearances:

Criminal Justice Fingerprint/Background
Clearance

Employee Type:

Classified

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