

Job Description

Job Title:	Activity Assistant
Employment Location:	Circle of Nations School (CNS) Sequoyah Hall 832 North 8 th Street Wahpeton, ND 58075
Department:	NYCP Grant
Immediate Supervisor:	NYCP Coordinator
Pay Status:	Exempt
Calendar Classification:	9 Month Staff
Terms of Employment:	Salary and work year to be established by the school board. Duty hours not to exceed 16 hours per week.
Evaluation:	Performance of this job will be evaluated in accordance with the provisions of the school board's policy on evaluation of staff personnel.
Education/Qualifications:	Must have High School Diploma or equivalent.

Activity Assistant Position Duties and Responsibilities:

- Must be able to plan and implement daily, weekly, and monthly activities in coordination with all departments to meet PE curriculum and NYCP objectives.
- Responsible for the supervision of students while participating in activities.
- Responsible for the care and maintenance of all PE and recreation equipment.
- Responsible for preparation and cleanup of activities.
- Responsible for facilitating and partaking in activities with students and health promotion partners such as community organizations, individuals, and other entities promoting physical activity, fitness, and nutrition improvement.
- Responsible for instruction and /or demonstration whenever is necessary for understanding by all students at the direction of certified and credentialed PE teachers and professionals.
- Responsible for maintaining a professional relationship with the students and partnership providers.
- Must complete Crisis Prevention Intervention training, med certification, First Aid and CPR.
- Must incorporate Native American culture into the PE/activity program.
- Must demonstrate professional confidentiality which we guarantee in parental rights.
- Any other duties as assigned by the NYCP Coordinator
- PE/Activity Assistant would be responsible for supervising the students and documenting the progress and participation of each student in physical fitness or nutritional activities in the afterschool/weekend programs and during leisure time.

Note: The signatures below indicate that the employee and administrator have discussed the elements of this job description. Employee signature indicates an understanding of the job description and an understanding that his/her job performance will be evaluated based upon these criteria.

Employee

Date

Supervisor

Date