



**ALABASTER CITY SCHOOLS**  
**COMMUNITY EDUCATION**  
**JOB DESCRIPTION**  
**AFTER SCHOOL CARE PROGRAM COUNSELOR**

**JOB TITLE:** Counselor

**QUALIFICATIONS:** Experience working in a classroom, after school care program, or daycare preferred  
Experience Working with children or babysitting accepted  
Must be 16 years of age

**REPORTS TO:** Community Education Administration/In-Charge Teacher

**JOB GOALS:** To be aware of Community Education policies and procedures. To communicate effectively with Community Education In-Charge Teacher and students. Follow lessons plans given by In-Charge Teacher.

**JOB RESPONSIBILITIES:**

1. Supervising an assigned group of students.
2. Being actively involved with the assigned students at all times.
3. Carrying out lesson plans.
4. Adhering to ALL Policies and Procedures.
5. Completing Closing Procedures.
6. Carrying out all directions given by the Community Education Administration, In-Charge teacher, and Site Secretary.
7. Attending staff meeting and trainings.
8. Other duties as may be assigned by the In-Charge Teacher.

**TERMS OF EMPLOYMENT:** Part-time. Employee hours are subject to change based on the need. Fifteen (15) maximum hours allowed per week.

**EVALUATION:** Job performance will be evaluated in accordance with the provisions of the Board's policy.

Alabaster City Schools – Community Education  
AFTER SCHOOL CARE PROGRAM  
632 11<sup>th</sup> Avenue S.W. Alabaster, Alabama 35007  
205-663-8445

**EMPLOYEE APPLICATION**

**APPLICANT INFORMATION:**

Full Name: \_\_\_\_\_

Complete Mailing Address (include zip code): \_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone #: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_ Emergency \_\_\_\_\_

**POSITION DESIRED:** Counselor

**DESIRED SCHOOL SITE(s):** Creek View Elem \_\_\_\_ Meadow View Elem \_\_\_\_ Thompson Intermediate \_\_\_\_

**DESCRIBE ANY SPECIAL SKILLS, QUALIFICATIONS OR HONORS RECEIVED PERTAINING TO THIS POSITION:**

\_\_\_\_\_  
\_\_\_\_\_

Certified in CPR/First Aid? Yes \_\_\_\_ No \_\_\_\_

Check if applicable: Associate Degree \_\_\_\_ Bachelor Degree \_\_\_\_ LPN \_\_\_\_ RN \_\_\_\_

Are you currently in High School? Yes \_\_\_\_ No \_\_\_\_ If yes, where? \_\_\_\_\_ Grade \_\_\_\_

Are you currently employed by Alabaster City Schools in another position? Yes \_\_\_\_ No \_\_\_\_

If yes, give position and location: \_\_\_\_\_

Have you ever been employed with Alabaster City Schools? Yes \_\_\_\_ No \_\_\_\_

If yes, give hiring date, position and location: \_\_\_\_\_

Have you ever been convicted of a crime (misdemeanor or felony), other than a minor traffic violation?

Yes \_\_\_\_ No \_\_\_\_ If yes, explain \_\_\_\_\_

**REFERENCES:** Please give name, address, and telephone # of all three (3) references. (not related, not employers)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**EMPLOYMENT EXPERIENCE: Start with most current employer.**

<b>Employer:</b> _____ <b>Address:</b> _____ _____ <b>Telephone #:</b> _____ <b>Job Title:</b> _____ <b>Supervisor:</b> _____ <b>Reason for Leaving:</b> _____ _____	<b>Dates Employed:</b> From _____ To _____  <b>Hourly Rate/Salary:</b> Start _____ Final _____	<b>Work Performed:</b> _____ _____ _____ _____ _____
<b>Employer:</b> _____ <b>Address:</b> _____ _____ <b>Telephone #:</b> _____ <b>Job Title:</b> _____ <b>Supervisor:</b> _____ <b>Reason for Leaving:</b> _____ _____	<b>Dates Employed:</b> From _____ To _____  <b>Hourly Rate/Salary:</b> Start _____ Final _____	<b>Work Performed:</b> _____ _____ _____ _____ _____
<b>Employer:</b> _____ <b>Address:</b> _____ _____ <b>Telephone #:</b> _____ <b>Job Title:</b> _____ <b>Supervisor:</b> _____ <b>Reason for Leaving:</b> _____ _____	<b>Dates Employed:</b> From _____ To _____  <b>Hourly Rate/Salary:</b> Start _____ Final _____	<b>Work Performed:</b> _____ _____ _____ _____ _____

If you are currently employed, may we contact your present employer? Yes \_\_\_\_ No \_\_\_\_

**APPLICANT STATEMENT:**

- I certify that all answers given herein are true and complete to the best of my knowledge.
- I authorize investigation of all statements contained in this application and in the event of employment; I understand that false or misleading information given on my application, or in interviews, may result in my dismissal.
- I understand that if I am hired, it is on an as needed basis and I must reapply for every school year and every summer.
- I hereby acknowledge and understand, if employed I will be unable to gain tenure in the position. I also understand that Community Education positions are part time and **EMPLOYMENT HOURS ARE SUBJECT TO CHANGE BASED ON NEED.**
- I understand that if I am hired. I am subject to a pre-employment and random drug and alcohol screenings.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Alabaster City Schools provides equal employment opportunities (EEO) to all employees and applicants for employment *without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.* Alabaster City Schools complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, **including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.**