



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

- JOB TITLE:** Site Secretary
- QUALIFICATIONS:** High school diploma or GED
Experience working in a classroom, after school care program, or daycare preferred
Experience Working with children or babysitting accepted
Effective communication skills, written and verbal
Must be 21 years of age or older
- REPORTS TO:** Community Education Administration
- JOB GOALS:** To ensure parents are aware of Community Education policies and procedures. To communicate effectively with Community Education Financial Program Manager. To ensure students in the Community Education After School Care Program have safe and appropriate activities. Have knowledge of current trends in Community Education.
- JOB RESPONSIBILITIES:**
1. All secretarial duties.
 2. Communicate with the Financial Program Manager and In-Charge Teacher.
 3. Check ASCP mailbox daily.
 4. Adhere to all Policies and Procedures.
 5. Maintaining EZChildTrack.
 6. Call for students to check out after checking ID's.
 7. Greeting, acknowledging, and IDing parents.
 8. Answering the telephone.
 9. Responding to memos.
 10. Maintaining and completing all required paperwork.
 11. Completing ALL calendar assignments.
 12. Assisting In-Charge Teacher in ordering supplies and materials.
 13. Work as active In-Charge Teacher when In-Charge teacher is absent.
 14. Assisting in overseeing staff to ensure policies and procedures are followed
- TERMS OF EMPLOYMENT:** Part-time. Expected work week is 16.25 hours, not to exceed 18 hours 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 11th 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: Site Secretary

DESIRED SCHOOL SITE(s): Meadow View Elem _____ Creek 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.

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