



School Aide

Summary

The School Aide will begin their shift at 11:00 AM to serve lunch in the cafeteria. Since school lunches are prepared by an outside vendor, the aide's main responsibility will be distributing the meals. After lunch, the aide will have a break from 12:30 to 1:30 PM to take their own lunch. From 1:30 to 3:00 PM, the aide will assist with various tasks such as helping teachers reorganize, and supporting the setup and breakdown needs of the Art and Science departments. After-School Care is a vital part of Riverstone's operations, providing childcare for students ages 3–11 from the end of the school day until 6:00 PM. The School Aide collaborates closely with the After-School Care Lead and Auxiliary Programming Coordinator to maintain a safe, supportive, and engaging environment, offering supervision and guidance to students during a range of after-school activities.

Responsibilities

Reporting to the Auxiliary Programming Coordinator & After Care Lead, the Aide will:

- Collaborate with the After-School Care Lead and team to plan, organize, and facilitate engaging after-school activities, games, and outdoor play in a structured environment.
- Supervise children during daily activities, including structured sessions, snack time, homework, outdoor play, free play, etc.
- Foster a safe, supportive, and positive environment for all children, ensuring compliance with safety protocols and Riverstone's rules and expectations.
- Provide guidance and assistance with homework, activities, and behavior management to support children's development.
- Report safety concerns, behavioral issues, or individual needs to the After-School Care Lead and/or Auxiliary Program Coordinator.
- Help maintain clean, organized, and safe play and work areas for children.
- Assist with the sign-in and sign-out process, ensuring accurate attendance records are maintained.
- Communicate effectively and professionally with fellow staff, parents, and other stakeholders.
- Perform additional duties as needed to support the smooth operation of the school and after-school program.
- Understand & maintain food safety regulations.

Skills and Experience

- Bachelor's Degree (preferred)
- Ability to obtain City of Boise Child Care Worker license within 2 weeks of hire.
- Demonstrated experience and ability to work well with young children and parents.
- Demonstrated success in working as a member of a team.
- Current certification in CPR and First Aid
- Able to lift 25-30 lbs.
- Able to walk, squat/kneel, sit on floor, see, hear, speak with children to ensure children's health and safety.



Employment, Benefits, and Salary

- This position pays \$15.00 - \$17.00 per hour depending on experience.
- Mon, Tues, Thurs, Friday 11:00AM - 6:00PM, or as scheduled by the Auxiliary Programming Coordinator
- Part-time employment (30 hours a week)

Essential Physical Abilities

- Clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal conversation and to communicate effectively on the telephone and in person.
- Visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work, prepare and review documents, organize documents and materials, and observe classroom or student activities.
- Manual dexterity, with or without reasonable accommodation, which permits the employee to perform repetitive hand/wrist/arm motions and to operate a computer and office equipment.
- Personal mobility, flexibility, and balance with or without reasonable accommodation, which permits the employee to work in an office/classroom/school environment.
- Lifting or moving objects that weigh up to 20 lbs.
- Job tasks require without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, or grasping.

Riverstone International is an equal opportunity employer.

Updated: January 27, 2025.