



CREATIVE ART PROGRAMS

Job Description: Paraprofessional Floater Aide

FLSA: NON-EXEMPT

PART-TIME

Pay Scale: \$18-20

Job Summary: The Paraprofessional Floater Aide is an hourly employee under the supervision of the Kudos Site Coordinator. This position is responsible for all duties of a Kudos Program Aide while also providing substitute coverage for the Kudos Program Instructor as needed to maintain ratio compliance. The Paraprofessional Floater Aide must have successfully passed the paraprofessional exam and demonstrate flexibility to work across all Kudos sites, including Redwood Elementary, Dana Gray Elementary, and Fort Bragg Middle School.

This role will primarily report to Redwood Elementary, but the Director of Kudos may determine the need for a transfer to other sites, including Dana Gray Elementary and Fort Bragg Middle School, to cover staffing shortages as needed. Once assigned to a specific site, the Paraprofessional Floater Aide will report to the Site Coordinator at that location.

The position requires the ability to switch between roles and remain flexible in assisting wherever needed throughout the week to ensure smooth program operations.

Program Overview:

Kudos Creative Learning Program supports students in three main areas:

1. **Social/Emotional Development:** Strengthening peer-to-peer and adult-to-student relationships is the front-line staff's highest priority.
2. **Academic Support:** Providing literacy support, writing, and math assistance.
3. **Hands-on Enrichment Activities:** Expanding students' horizons through hands-on learning in the arts, sciences, and physical activities.

Duties/Responsibilities will include but not be limited to the following:

Instruction & Creative Learning

- Assist in the instruction of school-age children in both academic and enrichment curricula in after-school settings.
- Work collaboratively with aides, instructors, and other team members as appropriate.
- Oversee the health and safety of students at all times.
- Supervise snack time and ensure clean-up is completed.
- Report accidents or unusual incidents to a supervisor.
- Assist with closing duties, including the clean-up of classrooms and other associated areas.
- Step in as a **substitute instructor** when needed to maintain ratio compliance.

Leadership & Planning

- Understand and implement KUDOS program guidelines, California Quality Program point-of-service standards, PBIS agreements, and Behavioral Tiers.
- Serve as a role model in using these tools when working with children and staff.
- Attend staff meetings and educational workshops as encouraged.
- Participate in leadership and professional development opportunities.
- Be a positive community advocate for Flockworks and engage in activities and planning as required.
- Other duties as assigned by the Site Coordinator and Program Director.

Management reserves the right to add, modify, change, or rescind the work assignments of various positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. :

QUALIFICATIONS & Requirements

- Must be **18 years or older**.
- Must have successfully passed the **paraprofessional exam**.
- Must be able to work at **all Kudos sites**, including Redwood Elementary, Dana Gray Elementary, and Fort Bragg Middle School.
- Must have the ability to switch between roles and be flexible in assisting as needed throughout the week.
- Desire to work with children and support their development.
- Experience in child care, education, or youth mentorship is a plus.
- Ability to adapt to different sites and instructional needs as required.
- Strong interpersonal and communication skills.
- High school diploma or equivalent required.
- CPR and First Aid certification preferred or willingness to obtain.

PHYSICAL DEMANDS: Work in both indoor and outdoor settings with children from kindergarten-aged through middle school, depending on the site. Fast-paced environment, requiring energetic, enthusiastic, and well-organized employees. Physical conditioning includes the ability to bend, stoop, kneel, and lift a moderate amount of weight. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a keyboard or calculator and to operate standard office equipment.

ABOUT US: Flockworks, a local non-profit on the Mendocino Coast since 2006, works to strengthen and connect our community through creative arts. We add value to our community through the strengths and success of our employees as we work together to provide quality programs. We aim to create opportunities for our employees to grow, learn and evolve. At Flockworks, our values drive everything we do:

- We are mission-driven and aim to do the most with the resources available.
- We work from an outlook of “Abundance, Creativity & Inclusiveness” to shape efforts within our team and in our service to others in the community.
- We believe continuous learning is vital and strive to support our teams and individuals in finding opportunities to keep learning and evolving.
- We see leadership and teamwork as vital to success. We create opportunities for everyone to develop leadership skills and teamwork. This involves our Board, Staff, and volunteers.
- We know that Collaboration with others is vital to the larger success of our community. This includes how we work with funders & donors, other community organizations, civic groups, businesses, schools, and government entities. Everyone is part of fostering this shared sense of community commitment.

Together, we accomplish our mission and better serve our community. We value all our employees and strive to support those who make the programs and initiatives successful. *Together, we are Flockworks*, building community through creative and artful engagement.