

## Communities In Schools of Central Texas

### Position Description

Reduced Half-Time AmeriCorps Out of School Time Assistant (OSTA)  
Service Year 2024-2025



Communities In Schools of Central Texas (CISCT) surrounds students with a community of support, empowering them to stay in school and achieve in life. A national, 40+ year dropout prevention program, Communities In Schools uses an integrated student support model to provide services to students and support success. This 3-tiered approach aims to meet students where they are and provide multiple levels of engagement through school wide services (Tier 1), group targeted programs (Tier 2), and individualized support (Tier 3).

[The SmartKids Program](#) is a partnership between Communities In Schools of Central Texas and the Housing Authority of the City of Austin (HACA). SmartKids Coordinators provide in-school case management for students who reside on HACA housing sites and facilitate after school programming on the HACA housing site which feeds into the school campus. During the 2022-2023 school year SmartKids served 4 HACA sites and 10 campuses.

SmartKids after school programming is offered through the school year, September through May. SmartKids Coordinators work to bridge the gap between school and home by establishing strong, secure relationships with students and creating an afterschool programming that promotes both social emotional development and deep engagement. Programming is split between Elementary Time and Middle/High School time both offering academic support, enrichment and access to healthy snacks.

CISCT AmeriCorps is seeking Out of School Time Assistants (OSTAs) to serve in the HACA housing sites to support SmartKids Coordinators build capacity in providing intentional and high-quality after-school services to students. AmeriCorps OSTAs will gain hands-on, practical experience working in a community-based after school setting, while engaging with students, families, and CISCT SmartKids staff. CISCT students will benefit from interactions with a diverse group positive role-models, as well as one-on-one academic assistance and guidance through activities.

Communities In Schools of Central Texas is an equal opportunity national service program. All applicants are considered without discrimination based on race, color, age, religion, national origin, veteran status, sexual orientation, disability, or gender identity.

### Out of School Time Assistant Essential Functions

Even with little or no prior experience, the AmeriCorps member will be supported to master the following functions.

1. Support the SmartKids Coordinator in afterschool programming activities Monday through Thursday from 3:00 - 6:00pm:
  - a. Assisting students with homework/academics.
  - b. Modeling participation in enrichment activities and serving as a positive role model.
  - c. Prepare activity/supply kits to support the monthly lesson plans developed by SmartKids Coordinators
2. Support with delivery of student snacks from Meals On Wheels to 2-4 program sites Monday-Thursday from 1:30-3:00
3. Assist the SmartKids Program Manager with the development of a monthly newsletter highlighting student activities and events for distribution to SmartKids Coordinators, students, parents, community partners and others as appropriate
4. Support SmartKids Coordinators with the planning and implementation of three on-site Tier 1 community /family events on assigned sites. Engage parents and families in school-wide support to further build wraparound services for students.

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5. Provide support to 10 students (5 per site) through 1:1 or small groups
6. Serve as a productive Member of the CISCT SmartKids support team on HACA sites. The CISCT SmartKids Coordinator functions as the site supervisor for AmeriCorps OSTAs. Meet with the SmartKids Coordinator at least once per week for supervision and project support.
7. Attend Site specific planning meetings monthly with SmartKids Coordinators and SmartKids Program Manager.
8. Serve a total of 675 AmeriCorps service hours over the 9-month service term. Members must meet monthly benchmarks and serve an average of 20 hours per week
9. Establish and maintain a positive relationship with CISCT staff, housing authority personnel, and other involved parties. Maintain high confidentiality on private and personal matters unique to students and their families.
10. Ensure the safety of students through constant supervision. Observe students to detect signs of illness, injury, abuse, neglect, emotional disturbance, or other special needs and report these signs immediately to the SmartKids Program Manager.
11. Follow all CISCT AmeriCorps policies and procedures including documenting service hours, attending orientation and applicable ongoing training throughout the service year, and complete Life After AmeriCorps training and activities. Attend OSTA-specific training through SmartKids.

*The responsibilities above are essential position functions and are subject to reasonable accommodations*

### Non-Essential Functions

Individuals may be required to perform other position-related instructions and/or follow additional instructions or directives within the scope of their normal service activities as requested by their site supervisor and/or AmeriCorps program staff; strictly adhering to grant compliance including not unallowable or prohibited activities.

*Functions deemed essential and non-essential subject to reasonable accommodation*

### Service Position Requirements

#### CISCT AmeriCorps Program Requirements:

1. Have a passion for working with students in grades K-12. No prior mentoring experience is required.
2. Be able to build healthy and appropriate relationships with diverse individuals, including students, families, campus staff and CISCT staff, including setting boundaries and maintaining confidentiality.
3. Take initiative and be proactive in daily service activities. Maintain a level of professionalism consistent with campus, programs, and CISCT program expectations.
4. Be comfortable using technology systems to complete work, including student documentation and program requirements.
5. Demonstrate effective communication skills, flexibility, and willingness to be a supportive team Member in a diverse service environment.
6. Have a personal commitment to educational equity and removing systemic barriers that hinder student success. Use an asset-based approach to student services and family engagement.

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### National Service Eligibility:

1. Be 18 years or older at the start of the term of service
2. Be a U.S. citizen, U.S. national, or lawful permanent resident of the United States
3. Have a high school diploma, GED, or equivalent
4. Consent to and pass a four-part background check including National Sex Offender search, State of Residence and State of Service checks, and fingerprint checks
5. Commit to service as an AmeriCorps Member for the duration of the service term and to successfully completing all service requirements

### AmeriCorps Disaster Requirements:

In the event of a local, state, or federal disaster declaration, AmeriCorps Members may be asked on a volunteer basis or be required by OneStar to activate to assist in disaster response and recovery activities within their communities. This may involve virtual service opportunities or in-person service opportunities. This may include service opportunities outside of the Member's standard service hours or in place of their standard service duties. In the event of a large-scale, high needs local, state, or federal disaster, AmeriCorps Members may voluntarily or be required by OneStar to deploy to an area outside of their service area to assist in disaster response and recovery activities.

## Service Conditions

AmeriCorps Out of School Time Assistants (OSTAs) serve at a total of 4 public housing sites. One-member position will serve at 2 properties in South Austin, and one member will serve at 2 properties in East Austin. **Reliable transportation is required for this position.**

### South Austin HACA Sites:

- Bouldin Oaks Apartments - 203 Cumberland Rd, Austin, TX 78704
- Meadowbrook Apartments - 1201 W Live Oak St, Austin, TX 78704

### East Austin HACA Sites:

- Booker T. Washington Terrace - 905 Bedford St, Austin, TX 78702
- Santa Rita Courts - 2341 Corta St, Austin, TX 78702

Services are provided in community rooms and in communal outdoor areas on the properties. Service conditions include sitting, standing, walking, and lifting up to 25 pounds. Members are required to wear the AmeriCorps logo at all times in service.

Equipment used may include computers, laminators, copiers, die-cuts, and other teaching-related equipment typically found in school settings. Members will be issued a CISCT Windows-based laptop at the start of their term of service and will be provided with the technology systems and access to training needed to be successful in their service term.

## Professional Relationships

Members are expected to serve productively and effectively with other CISCT AmeriCorps members, CISCT staff, client families and school staff. By serving in a community-based environment, all CISCT AmeriCorps members have recurring access to vulnerable populations. After-School environments are both structured and flexible, and members must be able to adapt as needed.