

DES MOINES PUBLIC SCHOOLS
JOB DESCRIPTION

DEPARTMENT: Business and Finance

JOB TITLE: Before and After School Caregiver (Metro Kids)

D.O.T. # 355.674-010 FULL TIME PART TIME X

D.O.T. CLASS:

Sedentary Light Medium X Heavy Very Heavy

REQUIREMENTS:

- | | | |
|-----------|-----------------------------|--|
| A. | Education Level: | High school diploma/GED/equivalency classes, must be a minimum of 16 years old |
| B. | Certification or Licensure: | First-aid; Child & Dependant Adult Abuse Reporter; CPR for adult/child/infant |
| C. | Experience Desired: | Training and previous work with school-age children |
| D. | Other Requirements: | Health report including TB test signed by licensed physician prior to hire; every 2 years thereafter:
Cleared background checks |

REPORTS TO:

Metro Kids Administrator
Metro Kids Program Specialist
Team Leader, Before and After School Program

RECEIVES GUIDANCE FROM:

Metro Kids Administrator
Metro Kids Program Specialist
Team Leader, Before and After School Program

PRIMARY RESPONSIBILITIES:

Provides a warm, caring, safe environment for children attending Metro Kids.
Is present on time in the designated area with the children and at all times during supervision hours.
Accurately completes all program and district documentation and verifies absences as set forth in the Staff Handbook of Policies and Procedures.
Follows the Des Moines Public School and Metro Kids Program guidelines as set forth in the Staff Handbooks of Policies and Procedures.

OTHER DUTIES:

1. Ensures that indoor and outdoor areas are safe, clean and organized.
2. Plans, organizes and carries out individual and group activities with children.
3. Selects activities that encourage self-expression, creativity, enhancement of academic skills and models good social and behavioral skills.
4. Follows school and program procedures to safeguard the health and safety of the children in Metro Kids.
5. Stays updated regarding emergency file and procedures.
6. Sets up the physical environment to meet the changing needs of the children.
7. Shares in the responsibility of room organization and cleanliness.
8. Manages the distribution and collection of games or materials used in activities.
9. Maintains a responsible discipline policy and reports persistent behavior problems to the supervisor.
10. Accurately maintains records and forms.
11. Participates in staff orientation meetings and ongoing training as required by state, district and program guidelines.
12. Follows procedures to inform the Metro Kids subcaller of the need for a substitute caregiver at least two hours before the start of shift to be worked.
13. Performs other duties as assigned or needed for appropriate programming.

PHYSICAL REQUIREMENTS:

	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant 67+%
A. Standing				X
B. Walking				X
C. Sitting		X		
D. Bending/Stooping		X		
E. Reaching/Pushing/Pulling		X		
F. Climbing		X		
G. Driving	X			
H. Lifting (45# Max)		X		
I. Carrying 10 Ft.		X		
J. Manual Dexterity Tasks		X		
Specify: Telephone, computer, pager				

OTHER REQUIREMENTS: (Intellectual, Sensory):

Patience and judgment. Good human relations skills.

Skills in decision making and conflict management.

Ability to work with children in an effective manner.

WORKING CONDITIONS:

A. Inside Outside Both X

B. Climatic Environment: Subject to extremes of temperature and humidity in non-air conditioned facilities. Subject to extremes of temperature and humidity outside.

C. Hazards: Stairs
Communicable diseases (from children)

Signature of Supervisor _____

Date _____