

# EASTERN CARVER COUNTY SCHOOLS

## Position Description

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Club Care Program Assistant	<b>Department:</b> Community Education
<b>Reports to:</b> Assistant Director of Community Education	<b>FLSA Status:</b> Non-Exempt
<b>Band/Grade/Subgrade:</b> A-1-3	<b>Bargaining/Work Unit:</b> MSEA Para
<b>Tier/Lane:</b> Tier 3	<b>Position Last Updated:</b> February 2018

### SECTION II: JOB SUMMARY

Supervise students and assist in program management for the Club Care program.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> <i>Supervise Children</i>
<b>Percent of Time:</b>	60%	

**Tasks involved in fulfilling above duty/responsibility:**

- Planning, implementation, and evaluation of activities
- Implement behavior modification in cooperation with program staff
- Participate in the children's activities

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> <i>Assist in Program Management</i>
<b>Percent of Time:</b>	40%	

**Tasks involved in fulfilling above duty/responsibility:**

- Assist in the maintenance of attendance and children's records
- Assist with the maintenance and appearance of the site
- Guide and provide direction to program paraprofessionals
- Assume roles and schedule of Out of School Time Supervisor in their absence for an extended period of time
- Communicate daily in a friendly informative manner with parents and district staff
- Inform Out of School Time Supervisor and maintain records of accidents or situations involving children, staff and parents
- Provide support to other Out of School Time programs as needed
- Attend required staff meetings and training

**Other Duties as Assigned**

## SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work with children
- Personal dependability and punctuality
- Maintain regular attendance
- Strong communication skills and conflict resolution skills
- Maintain attention to detail
- Open to new ideas
- Possess patience
- Ability to work alone and possess initiative
- Ability to take direction
- Flexibility and ability to work with a variety of individuals
- Willingness to learn about and work with children with special needs
- Knowledge and application of basic mathematics and grammar
- Knowledge and ability to use first aid procedures
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and belief statements of Eastern Carver County Schools

## SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Current First Aid & CPR Certification (or eligible to obtain within first 90 days of employment)
- CPI certification (or eligible to obtain within first year of employment)
- DHS Rule 3 teacher requirements

## SECTION VI: EXPERIENCE REQUIREMENTS

- Experience working with school age children
- Experience creating lesson plans preferred

## SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

## SECTION VIII: PHYSICAL JOB REQUIREMENTS

**(Indicate according to essential duties/responsibilities):**

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never    O=Occasionally (1-33%)    F=Frequently (34-66%)    C=Consistently (67-100%)					
Demands		Demands		Demands	
<i>Physical</i>		<i>Lifting/Carrying</i>		<i>Exposure to Environ. Conditions</i>	
Standing	F	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	
Walking	F	Up to 25 pounds	F		
Sitting	F	Up to 50 pounds	O		O
Talking in person/on the phone	O	Up to 75 pounds	N	Toxic chemicals	N

Pushing/Pulling	F	Up to 100 pounds	N	Moving parts	N
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	F	<b>Noise Levels</b>		Explosives	N
Climbing, balancing	F	Quiet (i.e. private office)	O	Fumes	N
Stooping (bend at waist)	F	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	F			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	F	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	C	Varying weather conditions	F
	F			<b>Sight</b>	
Distinguishing smell	N	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	F
Distinguishing temperature	N			Looking at computer monitor	F
Traveling by automobile	N			Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	N

**Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.**