

SCHOOL DISTRICT OF INDIAN RIVER COUNTY
EXTENDED DAY PROGRAM PART TIME CHILD CARE ASSISTANT
JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Minimum of two (2) years experience in pre-school, school-age day care setting, camp setting, or other related student activities.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the techniques and procedures used in working with the student population. Ability to relate and communicate effectively with students and parents. Ability to communicate orally and in writing. Ability to plan and follow through on instructional, indoor and outdoor activities. Ability to cooperate and work as a member of a team.

REPORTS TO:

Extended Day Program Supervisor

JOB GOAL

To assist and direct all aspects of the daily activities that addresses the recreational, social, safety, and enrichment needs of the children served by the program.

SUPERVISES:

n/a

PERFORMANCE RESPONSIBILITIES:**Planning/Preparation**

- * (1) Assist with materials, teaching aids, and activities for the daily routine of the program.
- * (2) Assist and direct all activities to meet the needs of the students.
- * (3) Maintain control of students and maintain positive relationships with children and parents.

Administrative/Management

- * (4) Use time efficiently.
- * (5) Provide student supervision at all times during the hours of the program.
- * (6) Maintain a clean and orderly environment for the students.
- * (7) Escort students to and from different areas of the school.
- * (8) Demonstrate initiative in the performance of assigned responsibilities.

Assessment/Evaluation

- * (9) Assist in evaluating program effectiveness; seek and suggest ways of continuous improvement.

PART TIME CHILD CARE ASSISTANT, EXTENDED DAY PROGRAM (Continued)**Inter/Intra-Agency Communication and Delivery**

- *(10) Use effective public relations skills.
- *(11) Develop and maintain a positive working relationship with staff members such as the principal, custodians, staff, and food service workers.
- *(12) Exercise a service orientation when working with others.
- *(13) Respond to inquiries and concerns in a timely manner.
- *(14) Keep coordinator informed of potential problems or unusual events.

Professional Growth and Improvement

- *(15) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices.
- *(16)

Professional Responsibilities

- *(17) Demonstrate initiative in the performance of assigned responsibilities
- *(18) Follow attendance, punctuality and other qualities of an appropriate work ethic
- *(19) Ensure adherence to good safety standards
- *(20) Model and maintain high ethical standards.
- *(21) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(22) Demonstrate support for the school district and its goals and priorities.
- *(23) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(24) Maintain confidentiality regarding student information and school/workplace matters.
- *(25) Participate in cross-training activities as required.
- *(26) Perform other tasks consistent with the goals and objectives of this position.
- *(27) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(28) Maintain confidentiality regarding school/workplace matters.
- *(29) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description

TERMS OF EMPLOYMENT:

Support Personnel – No Benefits
Miscellaneous Pay Salary Schedule

Hourly rate established by the Board-approved
180 days worked per year