

JOB DESCRIPTION

JOB TITLE: Extended Day Assistant Manager

ORIGINAL DATE: December 2006

REVISED DATE: February 2025

REPORTS TO: Extended Day Manager

DEPARTMENT: Community Education

SUPERVISES: None

Basic Function and Scope of Responsibilities:

To implement a before and after school program for children in one school in accordance with the policies and philosophy of the Litchfield Elementary School District Community Education Department.

ESSENTIAL FUNCTIONS:

- Implement developmentally appropriate programs for children in one elementary school during the before and after school hours (6am-6pm).
- Fill in as Acting Manager in the absence of the Manager.
- Assist the manager in maintaining up-to-date student files in accordance with applicable regulations.
- Assist the manager in filling out reports and staff timesheets.
- Maintain an environment that develops social, emotional, physical, language, and cognitive skills.
- Maintain an environment which promotes cooperation, learning, and enjoyment.
- Supervise activities and assistants to ensure children's safety at all times.
- Communicate with parents as needed or as directed by the Manager.
- Attend staff meetings as directed.
- Complete required hours of professional growth in accordance with district, licensing, AZDES and program requirements.
- Perform other duties as assigned.

* Reasonable accommodations may be made to individuals with disabilities

EDUCATIONAL REQUIREMENTS: *(R) if required or (P) if preferred*

- High school diploma or equivalent (R)

EXPERIENCE, AREA(S) OF STUDY AND/OR LICENSURE(S): *(R) if required or (P) if preferred*

- Must have 1 of the following: (R)
 - A Child Development Associate Credential (CDA) equivalent (P) or
 - An Early Childhood Education Certificate (30 credits) (P) or
 - An AA degree in Early Childhood, Child Development or its equivalent (P) or
 - At least 30 clock hours of approved training in Early Childhood, Child Development, Program Management, or closely related fields. (R)
 - At least one year experience working with children in a school or childcare setting. (R)
- At least 21 years of age. (R)
- Valid Fingerprint Clearance Card (R)

KNOWLEDGE, SKILLS AND ABILITIES: *(R) if required or (P) if preferred*

- Ability to relate to staff, parents, and children in a positive manner.
- Ability to communicate clearly and professionally both verbally and in writing.
- Ability to provide leadership and stability for program continuity.

*Such alternatives to the above as the Board may find appropriate and acceptable.

TERMS OF EMPLOYMENT:

Non-Exempt: 9 months

Salary and employment terms based on the Classified Hourly Placement Chart as established by the Governing Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with District policy.

PHYSICAL ACTIVITIES AND VISUAL ACUITY:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. The physical activities include: stooping, reaching, walking, standing, lifting, grasping, feeling, talking, and hearing.

The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal and extensive reading.

WORKING CONDITIONS:

None: The worker is not substantially exposed to adverse environmental conditions (as in typical office or administrative work).

DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

Reviewed: _____ Date _____