

JOB DESCRIPTION

JOB TITLE: Extended Day Aide or Assistant Aide

ORIGINAL DATE: October 2005

REVISED DATE: February 2025

REPORTS TO: Extended Day Manager

DEPARTMENT: Community Education

SUPERVISES: None

Basic Function and Scope of Responsibilities:

To supervise and assist children in the Extended Day program.

ESSENTIAL FUNCTIONS:

- Maintain an environment that promotes cooperation, learning, and enjoyment.
- Monitor and assists children to ensure children's safety at all times.
- Maintain an environment in accordance with AZDHS/BCCL child care licensing requirements.
- Alert the Manager/Assistant Manager to any problems or special information about an individual or group of students.
- Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of Managers.
- Learn assigned plans and is prepared before children arrive.
- Operate and care for equipment used in the program.
- 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)
- Current high school enrollment (Assistant Aide only) (R)
- Valid Fingerprint Clearance Card (R)

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

- At least 16 years of age. (R)
- Possess or be eligible for an AZDES fingerprint clearance card (R)
- Must pass an AZ Central Registry background check (R)
- Must provide proof of a negative Tb (tuberculosis) test (R)
- Must enjoy working with children.

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 _____