

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

Position Title: School Age Child Care Assistant

Department: Community Education

Reports to: School Age Child Care Coordinator

Exempt Status: Exempt

Approval: Director of Human Resources

JOB SUMMARY: Under the direction of the School Age Child Care Site Lead and Coordinator, the School Age Child Care Assistant assists the planning and implementation of the child care program and its daily activities. Assistants provide assistance by participating in and supervising daily activities and site areas in accordance with program guidelines, operations and daily plans.

Essential Duties and Responsibilities:

80 % Student Supervision and Interaction

- A. Assist in supervising assigned areas and activities as delegated.
- B. Manage students' behaviors and assist in enforcing program rules, regulations and safety procedures of school age childcare program.

15 % Program Management:

- A. Assist site lead with planning and prepping age appropriate activities or special events within the school age child care program.
- B. Assist and participate in cleaning, organizing and set up of games, materials or supplies needed prior to and during the program.
- C. Assist in record keeping including attendance, discipline reports or comparable reports.
- D. Communicate and interact with parents positively: greet every parent and child upon arrival and departure.

5% Professional Development

- A. Attend meetings, in-services and workshops as needed.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- High School diploma or equivalent
- Trained in First Aid and CPR

Experience:

- Previous school age child care experience preferred

Essential Skills Required to Perform the Work:

- Knowledge of school age childcare practices, issues and concerns.
- Interpersonal relationship skills.
- Ability to work as a team member
- Ability to learn, follow and apply program activities, procedures and routines.
- Skilled in applying judgement and care in supervising, monitoring and providing for the care of children of various ages.
- Skilled in providing age appropriate activities that will provide the child with activities to stimulate their creativity, imagination, communication skills or ability to interact with others.
- Ability to provide basic client services to the public, parents and children within the program.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operate office equipment including computer, printer, copy machine, fax machine and other electronic or technological equipment required for the specific position
- Uses multiple software applications including word processing, spreadsheet, email, online registration and management software.

Supervision of Other Employees:

- Supervise school age care assistants and aides on site.

Physical Job Requirements:

- Position involves frequent sitting, standing, kneeling, stooping, crawling and walking
- Position involves listening, speaking clearly and visual acuity
- Position occasionally lifts and moves up to 25 pounds

Mental Job Requirements:

- Position involves responding to multiple and sometimes simultaneous requests for assistance
- Position involves working with students and parents in a positive manner
- Position involves handling multiple tasks while dealing with frequent interruptions

Working Conditions:

- Work is performed in a busy, noisy environment.
- Work is performed indoors and outdoors
- Work is performed in a normal child care setting

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.