

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

Position Title: Magic Adventures Child Care Aide

Department: Community Education

Exempt Status: Non-Exempt

Reports To: School Age Childcare Coordinator

Approval: Director or Human Resources

JOB SUMMARY: Provides support and assistance in the planning and implementation of the childcare program and its daily activities. Magic Adventures high school Aides provide assistance by participating in and supervising daily activities for childcare students in accordance with program guidelines, operations and daily plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

70% Supervision/Discipline of Students

- 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 and Support

- 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.
- E. Recommend ideas, identify problems and aid in problem solving.
- F. Report and assist with first aid and emergency care.

10% Communication

- A. Maintain communication with Site Lead regarding student progress and problem solving on a daily basis.
- B. Communicate and interact with parents as directed.
- C. Provide feedback and share ideas with appropriate staff.

5% Professional Development

- A. Attend in-services and workshops as appropriate.

Perform other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- Current high school student
- Must have current First Aid & CPR certification or must be obtained within the first 90 days of employment (class provided free of charge by Magic Adventures upon hire)

Experience:

Previous school age childcare experience preferred

Essential Skills Required to Perform the Work:

- Skill in supervising student behavior and applying consistent consequences for appropriate and inappropriate behaviors.
- Ability to apply rules, instructions and stated policies, and procedures
- Ability to develop a rapport with children and explain concepts in a simple and understandable manner.
- Proficient with use of assistive technology.
- Ability to work well with students and staff.
- Ability to work with children of various ability levels.
- Knowledge of district discipline policy.
- Ability to write routine correspondence, routine reports, memos, documents, or other materials.
- Ability to effectively present information in one-to-one and/or small group situation to student(s), staff or other employees concerning District/program routines, policies and rules.

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

- May operate communicative devices, computer, printer, copy machine, facsimile machine, multi-line telephone, paper cutter and die cut.
- Operate wheel chairs, standers, lifts and power chairs.

Supervision of Other Employees:

- This position does not provide work direction or supervision to other District employees.

Physical Job Requirements:

- Position involves extended periods of sitting, standing, stooping and kneeling for performing activities and supervision.
- Position involves extended periods of time on feet.
- Position involves occasional lifting up to 40 lbs. and/or two person lift.
- Position involves listening, speaking clearly and visual acuity.

Mental Job Requirements:

- Position involves handling multiple tasks at once while dealing with constant interruptions.
- Position involves exercising confidentiality in handling information.
- Position involves flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person.

Working Conditions:

- Position involves occasional exposure to blood/bodily fluids and airborne pathogens.
- Position involves occasional exposure to outside temperatures and weather conditions.
- Position involves noise from students.
- Position involves exposure to students with special needs.
- Position involves potential exposure to student emotional outbursts.

Job Outcomes:

- Project a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Help to promote safety and prevent accidents.
- Provide the best opportunity for every individual student to reach their maximum potential.
- Provide a safe, learning environment.
- Assist in providing accurate student records.
- Maintain confidentiality of student information.
- Maintains a positive and professional childcare environment at all times.

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.