

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

**Position Title: School Age Child Care
Assistant Site Lead
Department: Community Education**

**Approval: Director of Human
Resources
Exempt Status: Non - Exempt**

**Reports to: School Age Child Care
Coordinator**

JOB SUMMARY: Under the direction of the School Age Care Coordinator & the School Age Care Site Lead, the School Age Child Care Assistant Site Lead assists in the planning and supervision of daily structured activities for the school age children enrolled in program, supervises Assistants and Aides and oversees the daily operations of the program at the site.

Essential Duties and Responsibilities:

40% 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 the school age childcare program.

50% Program Management:

- A. Assist the Site Lead in planning and preparing age appropriate a variety of daily activities or special events within the school age child care program that include recreation, arts & crafts, educational challenges, enrichment opportunities and social activities.
- 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, and parent communication
- D. Communicate and interact with parents on a daily basis. Assures that children are released to an adult who has the authority to pick up the student.
- E. Supervise and direct assistants and aides with daily duties.
- F. Assist with ill children, administer first aid, administer medications, and keep records as required.
- G. Communicate and enforce all policies and procedures related to the program.

5% **Budget and Finance**

- A. Assistant in pre-approving staff time sheets.
- B. Manage and request equipment and supplies.

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:

- 1-3 years previous school age child care experience.

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:

- Assist supervising 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.