

**CLASSIFICATION**

CHILD CARE PROVIDER – FAMILY & COMMUNITY OUTREACH

**SUMMARY**

Provides childcare services for parents or guardians participating in Family & Community Outreach Department programs. Responsible for the care of children, ages 6 weeks to 12 years, during classes, workshops, meetings, and other parent involvement events at the Family Resource Centers, schools, and other District sites. Responsible for facilitating developmentally appropriate learning activities for children in their care. This position will require travel to various District locations. Hours will vary and will include some nights and weekends. Will be required to obtain professional development hours on a yearly basis. Diapering and dispensing of medications are not required or permitted. Parents/legal guardians are on site during childcare hours.

**MINIMUM REQUIREMENTS**

High School Diploma or G.E.D.

Verbal & written communication skill in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Two years of experience working with youth.

Working knowledge in the area of conflict resolution/mediation.

Any equivalent combination of experience or training.

**ADDITIONAL REQUIREMENTS AFTER HIRE**

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

Post-offer/pre-employment physical exam (Category B) and lift test (at employee's expense).

CPR and First Aid Certification. Certification must be maintained current during course of employment.

Blood Borne Pathogens Training.

Department of School Safety Campus Monitor Training.

Documentation of a negative tuberculosis screening test, administered within 12 months before the start date; or if a candidate has had a positive test, a written statement signed and dated by a health care provider within six months before the start date stating candidate is free from infectious active tuberculosis. A negative tuberculosis screening test required is every 12 months of employment.

## **ESSENTIAL FUNCTIONS**

Receives children from parents. Notes all special instructions, which parents may provide.

Maintains an accurate count of children in their charge.

Plans and conducts the appropriate play and learning activities to foster the individual and group activity development.

Interacts with children during programmed activities.

Helps children collect their belongings when they depart.

Ensures that each child leaves with his/her parent or someone authorized to take the child.

Maintains order and ensures district and school policies, rules and regulations are adhered to.

Working knowledge in the area of conflict resolution/mediation.

Monitors students' behavior in assigned areas of school such as parking lots, hallways, grounds, restrooms and lunch areas. Checks students for hall pass. Prepares referrals on students and reports misconduct to supervisor. Documents, advises Administrator and escorts unauthorized personnel off campus.

Informs supervisor of damages to school property.

Diffuses threatening situations/confrontations between students. Assesses danger and calls for back-up support and assistance. Ensures order is restored and students are unharmed.

Evaluates situations concerning student safety and makes recommendations for change to administration.

Prepares written reports on all incidents occurring on campus for supervisory review and information.

Ensures students, staff and visitors adhere to Governing Board policies and regulations while on campus.

Refers students to assistance resources on campus as necessary.

Assists supervisor in evacuation of building during fire drills, bomb threats and other emergencies.

## **MARGINAL FUNCTIONS**

Determine if non-students entering campus require escorts and inquires about the nature of their visit.

May be required to respond to large-scale disturbances on other district campuses.

## **MENTAL TASKS**

Communicates. Comprehends. Perform functions from oral and written instructions.

## **PHYSICAL TASKS**

Work involves the performance of duties where physical exertion is required as a normal part of assigned duties. Assistance is available to perform unusually physically demanding tasks. Work may involve lifting and carrying objects weighing as much as 50 pounds as a regular part of the job. May require occasional lifting weights up to 75 pounds. Considerable walking, climbing, stooping, bending, reaching and sitting for considerable periods of time may be required as a normal part of the job. Employees may have minor restrictions of motion; however, the restrictions must not prohibit performance of assigned duties, and vision and hearing should be rated as acceptable to obtain the required driver's license. Verbal communicative ability may be required of public contact positions.

**EQUIPMENT, AIDS, TOOLS, MATERIALS**

Uses office equipment such as telephone. May use radio to communicate with employees. Wears School Security apparel/uniform and specialized equipment needed to perform the essential functions.

**WORKING CONDITIONS**

Indoor. Outdoor. Exposure to all weather/climate conditions and temperatures. Exposure to noise. Contact with employees, parents, students and the public. Potential contact with violent youth.

**CONTROL, SUPERVISION**

None.

M: JOB 42810

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