

Program Assistant Lead

Dept/Div: Community Education and Recreation Services/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate human support work assisting in the planning and implementation of a school-age child care program which provides services to children with diverse interests, talents, perspectives and learning styles while supporting appropriate conduct, speech and attire, and related work as apparent or assigned. Work is performed under the moderate supervision of the Extended Day Site Leader.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Provides a safe and sanitary environment for the children; interact with children in order to build positive relationships.

Help maintain the appearance and cleanliness of program space.

Understand, follow and enforce program procedures.

Assists with group activities and provides adaptations to activities to meet the needs of all children.

Assists in and enforces playground and gym rules; encourage problem solving among children using positive reinforcement, redirection, effective communication and appropriate consequences.

Greet children and parents and assist them with needs. Communicate with parents about student activities and daily needs.

Participate in staff planning meetings and ensure that planned activities are implemented.

Oversee supervision of assigned child group and maintain attention and control of large groups.

Participate in staff development and complete required number of training hours.

Know and understand District building and program health and safety procedures

Performs other job related responsibilities as assigned.

Knowledge, Skills and Abilities

General knowledge of the practices, methods and techniques needed to implement an age appropriate program aligned with the state of development and individual needs of children; demonstrated skills in the use of classroom and instructional equipment; ability to maintain files and information; general knowledge of all District policies and procedures; thorough knowledge of all Extended Day Program procedures and guidelines; ability to establish and maintain effective working relationships with children, parents, teachers, associates, administration and the general public.

Education and Experience

High school diploma or GED and minimal experience working with school aged children, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires standing, speaking or hearing and using hands to finger, handle or feel, frequently requires walking and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Body Fluids; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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Special Requirements

Certified in First Aid

Must be at least 18 years of age

CPI training

Valid driver's license in the State of Minnesota.

Last Revised: 7/9/2010