CLASS TITLE: SCHOOL AGE CARE ASSISTANT

BASIC FUNCTION:

Under supervision, assist in planning and supervising the activities of school aged children enrolled in an extended day child care program; perform related work as required.

REPRESENTATIVE DUTIES:

Supervise the activities of children. E

Perform a variety of tasks related to the operation of the program, including preparation of materials, clean-up activities, and shopping for snack supplies. E

Assist in tutoring and homework assignments. E

Conduct club activities such as drama, and other areas of interest. E

Assist with planning and supervising children on field trips. E

Assist with selection and presentation of audio/visual materials. E

Assist with record-keeping, maintaining files and collecting fees. E

Assist in explaining the program policies and procedures to parents and the public.

Assist in planning and designing activities appropriate for extended day child care program.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Theory and practice of early childhood education.

Operation of an extended day care program.

Children's games, basic library skills, basic computer terminology and skills and crafts activities.

Routine record-keeping and office procedures.
ABILITY TO:

Supervise the activities of children enrolled in an extended day child care program.

Establish and maintain cooperative working relationships with staff, children and parents.

Establish and maintain a safe and healthful environment. Maintain basic files and records.

Follow oral and written directions.

Exercise good judgment in dealing with sensitive interpersonal matters. Perform simple and repetitive tasks.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school; training in early childhood education is desirable; and experience and/or training in pre-school or early child care programs.

WORKING CONDITIONS:

ENVIRONMENT:

Extended day child care environment.

PHYSICAL ABILITIES:

Seeing to monitor student behavior during classroom activities.

Hearing and speaking to exchange information related to classroom assignments.