

Assistant, Child Care
School District Job Description

Position Title: Assistant, Child Care
Department: Primary School Child Care
Reports To: Child Care Director

SUMMARY: Assistant directors work with children in Kindergarten through 6th grade. Hours may include both before and after school, and all day during the summer and days when school is not in session. Assistant directors are in charge in director's absence and help director with all aspects of program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide the children with a safe and loving environment.
- Keep the children continually motivated, active, and involved.
- Monitor the children's behavior, and discipline accordingly.
- Assist the children in resolving conflicts and developing problem solving skills.
- Serve as a role model through positive communication with children, other staff and parents.
- Follow all guidelines and rules established in the Staff Handbook.
- Plan and lead age appropriate activities in areas of the children's interests.
- May help director with bookwork, program planning, and supply purchases.
- Make all necessary decisions in absence of director.

SUPERVISORY RESPONSIBILITIES: Supervise children in daily activities as well as supervision of aides.

QUALIFICATION REQUIREMENTS: The applicant must be 18 years of age. Areas of interest on the job should include, but are not limited to: arts, crafts, music, dance, sports, cooking, etc. Must have good communication and public relations skills. Some computer knowledge is desirable. Must be willing to attend 12 hours of annual training.

EDUCATION and/or EXPERIENCE: Must be a high school graduate. College hours and work experience in related field preferred.

PHYSICAL DEMANDS: While performing the duties of this job, the employee will sit and stand regularly. Staff accompany children on field trips on days out of school and are required to supervise children on the playground. Staff must be able to tolerate periods of time outside in the heat and cold. Staff will move around a great deal, rarely sitting for any length of time. Ability to play active games with the children is helpful.

CERTIFICATES, LICENSES, REGISTRATIONS: CPR and first aid certification is mandatory and will be provided by employer.

EVALUATION: Performance of this position will be evaluated in terms of job goals set by Director.

TERMS OF EMPLOYMENT: Twelve-month employee of program. Salary beginning at minimum wage with increases based on experience and responsibility.

