



EXTENDED DAY PROGRAM ASSISTANT

DEFINITION:

Under general supervision, performs extended day duties; supervises children in a child care setting, prepares tasks for children; does other related work as assigned.

DUTIES:

Assists with the presentation of extended day exercises; tutors individuals as needed; helps children with their homework; supervises classroom and playground activities; directs students into safe activities and in the development of appropriate social behavior; assists in the management and shaping of student behavior through the use of positive discipline procedures; assists in planning and designing age-appropriate activities; prepares materials and snacks; supervises children during snacktime; assists in maintaining a neat, orderly and attractive environment; responsible for collection and documentation of fees; assists in explaining the program to parents; administer basic and emergency first aid.

EMPLOYMENT STANDARDS:

Knowledge of

- general concepts of child development and child behavior characteristics
- student behavior management techniques and strategies
- English usage, punctuation, spelling, and grammar
- basic arithmetical concepts
- simple record keeping and record management
- basic first aid principles

Ability to

- understand and carry out oral and written directions
- communicate satisfactorily in oral and written form
- demonstrate an understanding, patient, warm and receptive attitude toward children
- learn and utilize simple methods, applicable laws and procedures to be followed in a day care setting
- establish and maintain a cooperative and effective working relationship with children and adults
- perform simple clerical tasks and operate standard office equipment
- work independently and be flexible

Experience

- none required, but one year of paid or voluntary experience working with children in an educational or child care setting is desirable

Education

- equivalent to completion of the twelfth grade, preferable including or supplemented by courses in psychology, child growth and development or a closely related field

QUALIFICATION REQUIREMENTS:

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

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

Range: 5.0 9/27/97