



EXTENDED DAY PROGRAM LEADPERSON

DEFINITION:

Under supervision of the Director of Extended Day Care & Enrichment, performs extended day duties while overseeing the day-to-day operations of the Extended Day Care program at the school site level; perform other related work as assigned.

DUTIES:

Coordinate Extended Day Care program at the school site level; provide training to program assistants; supervises children in a child care setting; design and implement a schedule of activities appropriate to the goals of the program; prepares tasks for children; researches and develops curriculum for student projects; trains staff; assists with the evaluation of staff; assists with the employment selection of program assistants; monitors and orders supplies and materials; 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; maintains student records at sites; prepares materials and snacks; supervises children during snack time; assists in maintaining a neat, orderly and attractive environment; responsible for collection and documentation of fees; assists in explaining the program to parents; administers basic and emergency first aid and CPR.

EMPLOYMENT STANDARDS:

Knowledge of

- general concepts of child development and child behavior characteristics
- student behavior management techniques and strategies
- principles and practices of providing training and work direction to others
- English usage, punctuation, spelling, and grammar
- basic arithmetical concepts
- basic computer applications
- simple record keeping and record management
- inventory methods
- safety practices in classroom and playground activities
- health and safety regulations
- basic first aid principles and CPR

Ability to

- understand and carry out oral and written directions
- communicate satisfactorily in oral and written form
- problem solve
- demonstrate an understanding, patient, warm and receptive attitude toward children
- learn and utilize a variety of methods including inventory, record keeping
- train, organize schedule and provide direction to others
- research, organize and disseminate information
- operate appropriate computer hardware and software applications
- work independently with little direction
- be flexible
- understand and apply applicable laws and procedures to the day care setting
- establish and maintain a cooperative and effective working relationship with children and adults
- work confidentially with discretion
- perform simple clerical tasks and operate standard office equipment

Experience

- one or more years of paid or voluntary experience working with children in an educational or child care setting

Education

- Associate of Arts degree in Child Development, Education, Sociology, or related field of study
- current first aid and CPR certification

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: 8.5

6/22/06