



Teaching • Understanding • Serving • Developing

Date: September 2017

Range "F"

Classification: Classified

Job Description

Extended Day Care Aide

DEFINITION

Under the Direction of a District Office Administrator performs a variety of child care activities to provide a safe, orderly environment for morning and/or afternoon supervision of students.

EXAMPLES OF DUTIES – *Not all inclusive*

- Directs and supervises students in safe learning and play activities in designated building and out-of-doors when weather permits.
- Assists with serving food items in the Breakfast Program or afternoon snack program.
- Keeps attendance. Monitors entrance token/coupons to insure only appropriate students are attending.
- Deals effectively and constructively with discipline, parent contact, and district goals for the extended day care program.
- Establishes cooperative and effective working relationships with children and parents
- Creates an attractive and safe environment.
- Maintains necessary records and files relating to the program.
- Utilizes appropriate supplies, materials, and equipment for the program.
- Maintains a high level of ethical behavior and confidentiality of information about children.
- Assist identified pupils in the provisions of specialized physical health care services.
- Assist identified pupils with personal requirements including eating and bathroom needs.
- Performs other duties as assigned.

QUALIFICATIONS – *Minimum Requirements*

Knowledge of:

- Techniques used in controlling and motivating students.
- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups.
- Playground and outdoor student safety
- Instructional and curriculum areas for appropriate grade level assistance.

Ability to:

- Stand and circulate for extended periods of time.
- See, hear, speak for purposes of awareness of student behavior and responding to routine as well as emergency instructions and situations.
- Bend, twist, kneel, stoop, run, and crawl

TRAINING and EXPERIENCE – *Minimum Requirements*

- High School graduation or equivalent.
- One year or more of paid or volunteer experience working with children or children's groups.
- First Aid and Cardiopulmonary Resuscitation certificated required
- Emergency procedures that are within the purview of non-licensed medical staff. This would include, but not be limited to: EpiPen injections; administering anti-seizure medications; and, insulin and/or glucagon injections.