

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

CLASS TITLE: EXTENDED DAY CARE CENTER LEAD ASSISTANT

BASIC FUNCTION:

Under the direction of the Extended Day Care Center Supervisor, be responsible for supervising and providing instructional activities for children at the Extended Day Care Center. Provide leadership and guidance to Extended Day Care Assistants and volunteers. This position will follow a work schedule consistent with the operation of the Day Care Center which may be different from the general district calendar and work schedule.

DISTINGUISHING CHARACTERISTICS:

Supervision: Extended Day Care Center Site Supervisor

Internal Contacts: Staff, children, supervisor, volunteers

External Contacts: Parents, public

REPRESENTATIVE DUTIES:

1. Plan, implement and supervise instructional activities and programs for students.
2. Schedule and supervise the work of the assistants and arrange for substitutes as needed.
3. Create and maintain an effective and attractive physical environment for learning.
4. Provide an appropriate climate which assists the school age child in developing a sense of self-esteem and reinforce positive attitudes and social skills.
5. Establish and maintain standards of student behavior needed to achieve effective participation in activities without interfering with the natural informal atmosphere of the Extended Day Care Center.
6. Establish a positive liaison with parents of the students.
7. Attend staff meetings and required programs.
8. Assist in the selection of staff members and provide input in the evaluation of their performance.
9. May serve as site supervisor in the absence of the Extended Day Care Center Supervisor.
10. Perform other related duties as assigned.

**KNOWLEDGES AND ABILITIES:**

**KNOWLEDGE OF:**

General needs and behavior of children  
Competency and skills involving interpersonal/group dynamics  
Rules and regulations affecting operation of the Center

**ABILITY TO:**

Establish and maintain effective working relationships  
Provide for the health, safety and psychological needs of children  
Supervise learning activities  
Provide guidance for children's routine activities  
Provide a positive environment conducive to learning  
Communicate effectively  
Maintain records, equipment and facilities in an effective and efficient manner  
Direct the efforts of those assisting in the program and other staff  
Work independently  
Assist in developing and implementing programs for children  
Deal with discipline problems  
Deal with parents

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school (education in child development preferred); a minimum of two years in a classroom situation; some experience in directing the work of others is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Pertussis Immunization  
Flu Vaccination  
Measles Immunization

**WORKING CONDITIONS:**

Indoor and outdoor extended Day Care Center Environment which includes standing, walking, kneeling, squatting, crawling, stooping, twisting and bending on various surfaces such as concrete, blacktop, asphalt, dirt and grass; push, pull, lift or carry up to 25 lbs.; work directly with students in activities/games which may involve repetitive twisting or pressure involving wrists or hands or working with arms above shoulder level; student contact requiring clear speaking; able to hear normal voice conversation; color vision, peripheral vision, depth perception and the ability to adjust focus and see long distances; exposed to minor contagious illnesses (e.g. colds, flu).

**SALARY RANGE:** 40

**ADOPTED BY PERSONNEL COMMISSION:** August 17, 2016

**ADOPTED BY BOARD OF EDUCATION:** September 13, 2016