

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

CLASS TITLE: EXTENDED DAY CARE CENTER ASSISTANT

**BASIC FUNCTION:**

Under the direction of the Extended Day Care Center Supervisor, be responsible for implementing instructional activities for children at the Extended Day Care Center. This position will follow a work schedule consistent with the operation of the Extended Day Care Center that may be different from the general district calendar and work schedule.

**DISTINGUISHING CHARACTERISTICS:**

Supervision: Extended Day Care Center Site Supervisor/Lead Assistant

Internal Contacts: Children, Site Supervisor/Lead Assistant, volunteers

External Contacts: Parents

**REPRESENTATIVE DUTIES:**

1. Implement a daily program that meets the needs of each individual child, taking into account interest, special needs, special talents, and rate of learning.
2. Create and maintain an effective and attractive physical environment for learning.
3. Provide an appropriate climate that assists children continuing to develop a sense of self-esteem and reinforcing positive attitudes and social skills.
4. 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.
5. Establish a positive relationship with parents of the students.
6. 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

Work independently

Assist in implementing programs for children  
Deal with discipline problems  
Deal with parents

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and some experience in working with youth in an organized setting.

**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:** 32

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

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