



Job Description

EXTENDED DAY PROGRAM FACILITATOR

August 18, 2016

JOB SUMMARY

Under the direction of the Extra Curricular Program Director, assist in the planning and coordination of the Extended Day Care and Enrichment Program in accordance with district policies to contribute to the growth and development of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with the coordination of the Extended Day Program and Enrichment Program
- Serves as a liaison between the Director and Site Leads and Assistants
- Coordinates and provides training to Site Leads and Assistants
- Serves as a resource to support the Site leads and Assistants
- Assist with planning and facilitating staff meetings
- Researches, reviews, and assists with the development of age-appropriate activities for students
- Assists in the selection of food/snacks provided from Child Nutrition Services by the District's Health and Wellness policy
- Supervises children in a child care setting
- Follows appropriate discipline procedures
- Administers basic and emergency first aid/CPR and contacts parents as necessary
- Maintains communication with parents, administrators, and teachers regarding student concerns
- Informs parents via monthly site newsletter, student incident/accident, and behavioral reports
- Maintains accurate student attendance records and updates student emergency information
- Verifies identity of parent/guardian when picking up students
- Accepts tuition payments and provides receipt for fees collected
- Assists in providing information about the program to parents
- Performs other related duties as assigned

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
- Age-appropriate activity Planning
- English usage, punctuation, spelling, and grammar

- Basic arithmetical concepts
- Basic 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:

- Work independently with little direction
- Train, organize, and disseminate information
- Communicate satisfactorily in oral and written form
- Understand and carry out oral and written directions
- Establish and maintain a cooperative and effective working relationship with children and adults
- Understand and follow policies and procedures related to a day care setting
- Maintain confidentiality
- Be well organized and detail oriented
- Solve situations that arise
- Establish and maintain cooperative and effective working relationships with others
- Operate appropriate computer hardware and software applications
- Perform simple clerical tasks and operate standard office equipment
- Maintain regular and consistent attendance

QUALIFICATIONS

Education and Experience

Equivalent of completion of two years of higher education and/or experience in Child Development, Education or related field of study.

WORKING CONDITIONS

Environment:

- Daily contact with District and School Site Staff
- Daily contact with parents, community members and public
- Noise level in the work environment is usually moderate

Physical Abilities:

- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching.

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 sit; use hands to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Range 10

Approved on: August 23, 2016