

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE - SCHOOL AGE CHILD CARE WORKER

QUALIFICATIONS

Minimum of 18 years of age.

Possession of a high school diploma or equivalent.

Two years experience working with children.

College credits in education, social work, human services, psychology, or related field preferred.

SKILL PREPARATION

The employee must demonstrate the following skills:

- team building
- supervisory
- analytical and problem solving
- decision making
- effective verbal and listening communications
- stress management
- time management

The employee must have proficient knowledge in the following areas:

- child development theories and practices
- Pennsylvania Department of Welfare policies and procedures
- safe and appropriate activities for children
- to ensure that children are supervised and safe at all times
- an understanding of the cultural environment.

The employee must demonstrate the following personal attributes:

- respect
- cultural awareness and sensitivity
- flexibility
- sound work ethics
- consistency and fairness
- compassion and understanding
- actively look for ways to help people
- be able to build esteem while ensuring a safe and secure environment
- establish and maintain interpersonal relationships

DUTIES AND RESPONSIBILITIES

Be directly responsible to the School Age Child Care Director.

Maintain strict confidentiality in performance of duties.

Develop and implement a program for school age children encompassing the following main activities:

- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program.
- Provide nutritious snacks.
- Provide adequate equipment and activities.
- Ensure equipment and the facility are clean, well maintained, and safe at all times.
- Develop daily activity plans.
- Develop culturally appropriate programs and activities.
- Develop activities that introduce math and literacy concepts.
- Organize and participate in recreational indoor and outdoor activities, such as games.
- Be familiar with emergency procedures.

Supervise children in the child care in the following manner:

- Ensure children are supervised at all times.
- Provide various experiences and activities for children, including songs, games, and story telling.
- Assist children with homework and after-school activities.
- Provide opportunities for sleep and rest time.
- Build children's self-esteem.
- Establish routines and provide positive guidance.
- Provide a safe and secure environment for children to feel comfortable.
- Implement positive discipline when required.
- Clearly and effectively communicate in a manner that children understand.

Maintain program administration as follows:

- Keep parents informed of program expectations, program activities, and their child's progress.
- Develop and maintain current, accurate, and confidential client files.
- Provide weekly and monthly schedules of activities.
- Assist parents and staff with paperwork needed for inservice, early dismissal, and snow days.
- Attend scheduled training and staff meetings:
 - Annual first aid/CPR trainings
 - Annual fire safety training
 - Annual emergency operations plan training
 - 9 to 15 workshop hours
- Maintain personal professional development folder

Become familiar with Schedule and Building assignments:

- Before-school hours - 6:00 a.m. to 9:00 a.m.
- After-school hours - 3:00 p.m. to 6:00 p.m.
- Kindergarten wrap hours - 9:00 a.m. to 12:45 p.m. or 11:15 a.m. to 3:00 p.m.
- Staff may be assigned to two sites within the District's three elementary buildings
- Number of staff scheduled is determined by DPW ratios
- Staff will work on inservice, school vacation, and snow days

Discharge all other duties properly assigned by the School Age Child Care Director.

EVALUATION

Evaluation will be conducted annually by the School Age Child Care Director in the areas of skill preparation, job performance, and interpersonal skills.

Approved by Board of School Directors 02/02/09