

CARE PROFESSIONAL

Classification: Instructional – School Based

Location: Community Services Department

Reports to: District Administrator

FLSA: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for CARE assistant positions with similar duties, responsibilities, classification, and compensation. Assistants assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The incumbent plans, organizes, and supervises activities designed to meet the physical, emotional, and intellectual needs, and to assure the care and safety of children enrolled in the extended day program. Position provides supervised activities for students during non-school hours, performing duties to support student social development.

Part II: Supervision and Controls over the Work:

Works under the supervision of the Director of Community Services and the day to day guidance of the CARE Site Coordinator and Program Coordinator. Work is controlled and/or guided by state guidelines, professional practice, school and district policies and procedures, and directions and expectations as established by administration.

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Enforces the policies, rules, and regulations of the extended day program as approved by the Board of Directors and the Community Services Department.
2. Develops and implements daily recreational and enrichment activities for groups of children.
3. Responds to questions and inquiries from staff and parents regarding care practices from an informed knowledge base. Interprets and applies written instructions from parents.
4. Completes timely written documentation of behavior concerns, minor injuries or other child and program documentation in accordance with program policies and guidelines.

5. Provides professional and timely communication to parents and the Site Coordinator about any child concerns in accordance with program policies and guidelines.
6. Assures the safety and well-being of enrolled children. Takes appropriate steps to intervene when students are not in control, not in the proper location, or may be in dangerous or unsafe situations.
7. Provides limited first aid when necessary. Assesses injury to determine whether nursing care is needed. Maintains knowledge of students that may have medical concerns to remain aware of potentially dangerous situations for their individual condition.
8. Keeps accurate and complete records of staff hours and timecards.
9. Responsible for written documentation of behavior concerns, injuries, and/or other necessary communications to parents, the Program Coordinator, and/or Administrator in the course of caring for children.
10. Determines supplies and equipment, maintain inventory required for program, and oversee correct use of such items.
11. Responsible for the orderly arrangement, appearance, and décor of the Extended Day classroom or designated areas.
12. Attends program staff meetings and required trainings.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Must be 18 years old and have graduated from high school.
- Must have at least one year's successful experience in a supervisory capacity with children in a group setting such as classroom, daycare, or recreation.
- Ability to work effectively, professionally, and collaboratively with parents, public, and other staff.
- Must meet the qualifications of the Children Services Division.
- Ability to work without direct supervision and coordinate activities.
- May be required to obtain certification in first aid and CPR. Defibrillator training may be required.

- Ability to protect the confidentiality of student information consistent with FERPA requirements and good judgment.
- Ability to demonstrate sensitivity to the cultural, ethnic, gender, and religious diversity of students, staff, parents, and community.

Part V: Desired Qualifications:

- Bilingual and bicultural skills.

Part VI: Physical and Environmental Requirements of the positions:

The physical demands and work environment 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.

- The employee must lift and/or move 25 to 50 pounds, and may assist, move, or restrain students when required to intervene in student safety issues.
- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, and hear. Employee may be required to perform extensive work at a computer display terminal.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee is occasionally exposed to outdoor weather to include wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of his/her duties.
- The employee may be exposed to infectious disease as carried by students, exposed to student noise and learning resource noise levels.
- The employee may be required to travel in school-owned or leased vehicles while supervising and assisting students.