

Classified Personnel Job Description

POSITION TITLE:	Summer Child Care Worker (Seasonal)
QUALIFICATIONS:	Shall have a working knowledge of computers. Shall communicate effectively both orally and in writing. Shall attend in-service training. Shall have a high school diploma or GED.
PHYSICAL REQUIREMENTS:	Shall have the ability to sit, lift, stoop, push, pull any and all body movements as related to the job description.
REPORTS TO:	Child Care Director
GENERAL DUTIES:	Shall assist person to whom assigned. Shall participate in all scheduled field trips. Shall work for welfare of students. Shall maintain acceptable appearance. Shall demonstrate knowledge of job accepted. Shall perform assigned tasks at an acceptable level. Shall illustrate initiative and enthusiasm. Shall react positively to directives. Shall carry out assignments in a timely manner without undue checking. Shall adhere to time schedules as set forth. Shall have a willingness to cooperate with the program staff. Shall adhere to School Board of Education Policies and Procedures.
SPECIFIC DUTIES:	Shall assist the program staff in all instructional activities. Shall perform a multitude of duties thus relieving the program staff to lead educational experiences and activities. Shall prepare materials and equipment for class. Shall work on an individual basis and in small groups with students to reinforce basic skills. Shall assist students with computers. Shall perform clerical duties as needed. Shall perform other duties as assigned by the supervisor.
DAYS OF EMPLOYMENT:	Up to 8 hours per day/not to exceed 60 days (days/hours will vary on a daily basis)
SALARY:	Commensurate with the Ashland Independent Schools Classified Salary Schedule.

Updated: 5/13/2022