

Revised Job Description

Personnel Commission Approval: November 8, 2022

Board Approval: November 14, 2022

Child Care Aide II

Definition:

Under general supervision of the Child Development Supervisor and/or Administrator, to assist in the planning and facilitating of a daily program designed to fulfill the academic, recreational, and social developmental experiences of school-age children. The person in this position provides leadership and direction in the after-school program.

Essential Duties and Responsibilities:

- Assists in planning and designs activities appropriate for an after-school child care program and directly supervises the activities of children.
- Assists in the selection and presentation of media and technology to support and align with the program.
- Helps in tutoring and homework assignments to support children's academic achievement.
- Communicates on a daily basis with the Child Development Supervisor regarding program needs, staff issues, and, if needed, child behavior issues.
- Provides instructional assistance to all children based on their individual needs.
- Supervises children enrolled in the program in collaboration with other after-school childcare staff.
- Aides in the setup and clean-up of indoor and outdoor activity areas.
- Assists and supports other resource personnel who provide special programs under the direction of the Child Development Supervisor.
- Follow guidelines and protocols for medical emergencies and disaster situations.
- Supports the Child Development Supervisor and site administrator in identifying student and staff needs for the program.
- Assists in the development of monthly newsletters that inform parents about activities and important announcements from the after-school program.
- As needed, assists in the training of new staff.
- Conduct parent conferences as needed to support children's success.
- Maintain children records and files.
- Collect fee payments and maintain accurate records of payments as needed.
- Utilize technology to communicate with District staff, and parents to develop lessons, and activities.
- Ensures State requirements, District and Board procedures, and policies are followed.
- Acts as liaison between after-school and regular day staff.
- Records attendance oversees paperwork such as sign-in and sign-out, and reviews student status.
- May be required to work a split shift in a divided workday.
- Carries out other duties and responsibilities as assigned.

Required Qualifications:

- Three (3) years of experience in a childcare facility of academically-oriented after-school programs within the last five (5) years designed to facilitate academic and instructional growth of students by developing and providing enrichment activities to support and foster academic progress.
- One year of experience as a leader in a child care program including supervision of staff, mentoring peers, and conducting staff development training is required.
- Associate Degree that includes 24 college units in Child Development or Early Childhood Education or a Bachelor's Degree in Early Childhood Education or a related field, 3 or more units in Child Development plus earning a total of 24 units within one year of hire or 1-year experience in a lead/supervisor childcare position.
- Current CPR and First Aide certification prior to starting the assignment and maintain current at all times.

Preferred:

- Bilingual – Spanish and/or Mandarin

Knowledge of:

- Child and adolescent development.
- Expected outcomes for youth in after-school programs such as leadership development, academic achievement, behavioral and attendance expectations, sense of safety, and community involvement.
- K-12 District operations.
- Requires working knowledge of arithmetic, grammar, spelling, language, and reading sufficient to direct students with learning exercises or projects.
- Student behavior management strategies and techniques.
- Operation of an extended day child care program including. Children's games, basic library skills, basic computer terminology and skills, and craft activities.
- Principles, methods, and practices of first aid, routine emergency treatment, and CPR.
- Simple recordkeeping and office procedures, and basic technology skills and usage.
- Developmentally appropriate instructional plans and recreational activities.

Ability to:

- Promotes team building and a positive work environment.
- Prioritize and identify needs and solve problems independently as appropriate.
- Suggest procedural improvements to superiors as appropriate.
- Skillfully handle difficult situations using good judgment.
- Supervise the activities of children enrolled in an extended childcare program.
- Establish and maintain a safe and healthful environment; maintain basic files and records.

- Follow oral and written directions; exercise good judgment in dealing with sensitive interpersonal matters.
- Establish and maintain cooperative and effective working relationships with staff, students, administrators, and the public.
- Exercise independent judgment.
- Interpersonal skills using tact, patience, and courtesy.
- Maintain consistent, punctual, and regular attendance.
- Demonstrate an accepting and understanding attitude toward a diverse population of students, including students with Special Needs.
- Delegate tasks, give direction, and effectively oversee Child Care Aide - EDC employees.

The recommendation is to increase this position from 3.75 hours to 6 hours per day, with a suggested salary of Range 133, \$3,144.94 - \$3,824.72 (pro-rated), 10 months.