

School Age Care Associate

Purpose Statement

The job of School Age Care Associate is done for the purpose/s of providing support to the instructional program within assigned program site with specific responsibility for organizing and directing age-appropriate activities for Kindergarten through fifth grade students; preparing and serving snacks; providing assistance with homework; and assisting in maintaining a clean and safe learning environment for students.

This job reports to the School Age Care Site Manager

Essential Functions

- Administers immediate first aid and medical assistance as instructed by a health care professional for the purpose of handling emergency situations and meeting immediate health care needs.
- Assists with monitoring before and/or after school activities for the purpose of educating and engaging children.
- Assists with organizing and monitoring appropriate activities (e.g. games, art, music, science, language, nutrition, playground, washing hands, etc.) for the purpose of presenting and/or reinforcing play and academic concepts.
- Attends staff meetings, trainings and special events of program for the purpose of receiving information and conveying information related to program.
- Delivers children directly from/to parents, guardians, or designee for the purpose of ensuring safety of children and meeting established custodial guidelines.
- Greets and communicates with parents daily (e.g. incident reports, attendance, etc.) for the purpose of conveying information and/or receiving information appropriate to students.
- Maintains program equipment and work areas (e.g. toys, games, instructional tools, etc.) for the purpose of ensuring availability of items and/or providing a safe learning environment.
- Monitors individual and/or groups of students in a variety of settings (e.g. snack time, group or individual games, playground activities, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Organizes indoor/outdoor, quiet/active play activities appropriate to age group for the purpose of actively participating in learning activities with children.
- Promotes good habits for the purpose of improving the quality of students outcome and encouraging student development.
- Provides consistent interaction with students for the purpose of educating and guiding students.

Other Functions

- Monitors attendance and safety of students during Kid's Zone field trips for the purpose of providing a safe environment.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Provides supervision and guidance to students while riding buses to and from Kid's Zone field trips for the purpose of providing a safe environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and controlling and motivating students.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities; policies and procedures related to LKZ and LPS; and positive reinforcement techniques.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, 40% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education (Minimum): No specific education level is required.

Education (Preferred):

Equivalency: Previous experience working with children is preferred.

Required Testing

None Specified

Certificates and Licenses

CPR/First Aid Certificate, required within 90 days of employment

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Must be at least 16 years old

FLSA Status

Non Exempt

Approval Date

7/1/2022

Salary GradeSee Classified Salary
Schedule**Revised Date**

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.