

**BRIGHTON SCHOOL DISTRICT
CLASSIFIED POSITION JOB DESCRIPTION**

Job Title: Paraprofessional, Child Care
Date Prepared or Last Modified: December 1, 2021
Work Year: 188 days /9 month /5 days
Department: Elementary Schools
Reports To: Before and After School Child Care Program Manager

SUMMARY Supervise students in Kindergarten through fifth grade in the before/after school and full day Monday childcare program, including developing and conducting activities, supervising students, and conducting STEM activities. Ensure a safe, healthy, and secure environment for children.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 70% Supervise students, ensure that the environment is safe, healthy, and secure.
- D 5% Assist in planning and preparing materials for daily activities and conducting STEM activities.
- D 5% Assist children with homework.
- D 5% Assist with attendance and know where children are at all times.
- D 5% Maintain a clean and healthy environment for children by cleaning the facility, sanitizing surfaces, and putting toys and games away.
- D 4% Prepare and clean-up after snack. Ensure that good hygiene is followed during snack time.
- M 3% Attend monthly staff meetings to discuss issues and concerns about children, get updates regarding changes within the district, and participate in online trainings.
- W 2% Guide parents to monthly newsletters and program information contained in the parent handbook and on the childcare webpage. .
- Ongoing 1% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma or equivalent.

EXPERIENCE: Experience working with children. An interest in the wellbeing of children.

SKILLS, KNOWLEDGE, & EQUIPMENT: Communication, basic writing, interpersonal, basic reading, behavior management, and childcare skills. Ability to deal, empathize, and have patience with children and children with special needs. Operating knowledge of microcomputer and copy machine preferred. Operating knowledge of die cut machine, VCR/TV, paper cutter, hole puncher, microwave, and iron required within 1 month after hire. Must be fingerprinted for background check.

CERTIFICATES, LICENSES, & REGISTRATIONS First Aid, CPR, and Standard Precaution certifications required within 30 days from hire date. 15 clock hours of Child Care training required annually.

SUPERVISION/TECHNICAL RESPONSIBILITY: Does not supervise other employees.

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with hands and arms; and stoop, kneel, crouch or crawl. The employee frequently is required to talk, and hear. The employee is occasionally required to climb or balance and smell. The employee must occasionally lift and/or move up to 50 pounds and regularly be required to lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet or humid conditions (non-weather) fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to instruct. They will frequently be required to communicate, evaluate, use interpersonal skills, and negotiate. Occasionally required to analyze, copy, coordinate, compute, and compile.