

JOB DESCRIPTION

WU njb 1003

Administrative Services

Washington Union School District

43 San Benancio Road

Salinas, CA 93908

Extended Day Care Teacher (Teacher in Charge)

Purpose Statement

The job of Extended Day Care Teacher (Teacher in Charge) is done for the purpose/s of overseeing the daily site operation of Extended Day Program; preparing objectives for site activity plans, directing assignments of site staff and assisting in maintaining a clean and safe classroom environment for the students.

Essential Functions

- **Coordinates** all daily events, transition times and supply requisitions for the purpose of ensuring the efficient and effective operation of the Extended Day Program.
- **Directs** site staff resources (e.g. utilization of personnel, equipment and services) for the purpose of ensuring the efficient and effective operation of the Extended Day Program.
- **Intervenes** in behavioral incidents and potentially hazardous situations for the purpose of assisting students in modifying inappropriate behavior, developing successful interpersonal skills and/or initiating disciplinary action.
- **Maintains** various records and files (e.g. enrollment, daily sign in/our log, communication log, etc.) for the purpose of communicating information and meeting operational requirements.
- **Monitors** children in various activities (e.g. snack time, group or individual play, etc.) for the purpose of providing a safe and positive learning environment.
- **Participates** in various meetings (e.g. staff development, staff meetings, etc.) for the purpose of sharing information and/or improving ones skills and knowledge.
- **Plans** age appropriate program activities (e.g. games, art, music, etc.) for the purpose of sharing information and/or improving ones skills and knowledge.
- **Prepares** written materials (e.g. status reports, newsletters, parent notices, etc.) for the purpose of conveying and/or documenting information regarding program activities and/or procedures.
- **Responds** to inquiries, usually in person or by phone, for the purpose of providing requested information or referring to appropriate resource.

Other Functions

- Administers first aid to children as may be required for the purpose of meeting immediate health care needs.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: – Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; and conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; and administering first aid.

KNOWLEDGE is required to perform basic math including calculation of fractions, percent's and/or ratios; interpret written procedures, write routine documents and speak clearly; and understand multiple step instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: stages of child development; age appropriate activities and positive reinforcement and assertive discipline practices.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined and similar processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of similar types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is limited; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include adapting to changing work priorities; communicating with diverse groups; fostering positive relationships; maintaining confidentiality; working as part of a team; exhibiting tact, patience, kindness and a positive attitude.

Responsibility

Responsibilities include; working standardized instructions and/or routines focusing primarily on results; directing other persons within a small work unit; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 34% sitting, 33% walking and 33% standing. The job is performed under some temperature extremes, some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.) and in a clean atmosphere.

Experience: Job Related Experience is desired.

Education: Targeted job related education that meets organization's prerequisite requirements.

Required Testing:

Continuing Educ. / Training:

Certificates & Licenses:

Clearances:

Criminal Justice Fingerprint Clearance

TB Clearance

FLSA Status:

Salary Grade: Classified 8.5