

Position: Child Care Attendant	FLSA: Non-exempt
Department: Special Projects	Salary Grade: 5
Reports to: Coordinator of Special Projects or Designee	

### OVERALL OBJECTIVE AND SUMMARY

Assists and oversees children's recreational activities and conduct on assigned school campus during parent special program events and meetings.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees children, age 3 years and older, engaged in recreational, sports, and play activities.
- Escorts children to and from play areas.
- Ensures proper behavior and safe use of playground equipment. Observes and controls behavior of children according to approved procedures. Maintains order among children on the school grounds during breaks.
- Assists children in developing and observing acceptable rules of conduct.
- Performs other duties as assigned that support the overall objective of the position.

### QUALIFICATIONS

Knowledge of:

- Child behavior and the techniques for overseeing children in unstructured settings.
- Interpersonal skills to manage child behavior.
- Basic report writing and record keeping skills.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Learn District and site policies, procedures and regulations regarding appropriate student behavior on grounds or in facilities.
- Enforce school regulations.
- Work independently in carrying out the duties of the position.
- Organize and monitor recreational games and play activities.
- Demonstrate an understanding, patient, and receptive attitude toward children.
- Understand and follow oral and written directions.
- Communicate effectively with children and adults both orally and in writing.

### PHYSICAL ABILITIES

This position requires:

- Visual acuity to observe children.
- Sufficient ambulatory ability to stand for extended periods of time, walk continually, and occasionally pull, push, or lift medium weight objects.

- Auditory ability to carry on conversations and project voice in a noisy outdoor or large indoor room environment.
- Ability to take precautions against exposure to health and safety risks.
- Speaking and hearing to communicate in person or over the phone.

EDUCATION AND EXPERIENCE

The position requires a High School diploma plus experience working with children in play-related settings.

LICENSES AND CERTIFICATES

None required.