

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

EXTENDED DAY PROGRAM ASSISTANT

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) First aid / CPR Certification.
- (3) Forty (40) hours of Children & Families Services child care training (within 90 days).

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to provide a well-organized and safe Extended Day Program and foster a healthy environment of indoor and outdoor activities for students. Ability to interact effectively with students, parents, and co-workers.

REPORTS TO:

Extended Day Enrichment Program Supervisor / Principal

JOB GOAL

To assist in the planning, preparation and implementation of the Extended Day Program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in planning a flexible daily program for students, which includes weekly written plans.
- * (2) Be responsible for the welfare, health and safety of students in the program.
- * (3) Establish and maintain control of an assigned group of students.
- (4) Provide for student's individual needs.
- (5) Participate in parent contact and communication.
- * (6) Provide first-aid as needed.
- (7) Set up and maintain clerical files as directed by the site coordinator.
- (8) Perform other incidental tasks consistent with the goals and objectives of this position.

32.00

EXTENDED DAY PROGRAM ASSISTANT (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 5