

CARDIFF SCHOOL DISTRICT EXTENDED DAY ASSISTANT

DEFINITION:

Under immediate direction, assists in the supervision and activities of children enrolled in the district's childcare program.

TYPICAL DUTIES:

- Assists the site supervisor and director in daily program activities; leads and supervises children in various indoor and outdoor exercises, to include crafts, games, and sports; engages students in play and other activities;
- Monitors homework and assists students as needed;
- Prepares and serves snacks as assigned; cleans serving areas after snacks;
- Assures the health and safety of students by adhering to safeguard practices and regulations; assists in maintaining a clean and orderly environment;
- Disciplines students according to established procedures; reinforces positive behaviors as appropriate; reports serious disciplinary problems or unusual student behavior to the appropriate personnel, as required;
- Assures that sign-in/sign-out procedures are followed to ensure student protection;
- Communicates with parents to provide information regarding student behavior and program policies;
- Administers first aid and follows emergency procedures as necessary;
- Supervises students on field trips;
- Participates in staff meetings and in-service trainings as required;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- General concepts, principles and practices of child development
- Behavior modification techniques and appropriate disciplinary actions
- Safe practices in classroom and outdoor activities; safety precautions and procedures; health and safety regulations
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Assist in planning and designing program activities
- Lead and supervise children in classroom and outdoor activities
- Oversee and discipline students according to approved policies and procedures
- Understand and follow oral and/or written instructions
- Communicate effectively both orally and in writing
- Learn and apply rules and policies
- Exercise good judgment in routine situations and under stress
- Maintain a safe, clean and orderly environment
- Work well with students, school staff, parents and others
- Utilize tact, persuasiveness, flexibility, and resolve
- Operate assigned equipment

EDUCATION/EXPERIENCE:

Any combination of education, training, and/or experience that demonstrates the ability to perform the required duties. A typical qualifying background would include: completion of high school or GED, supplemented by courses in child growth and development, elementary education, or a closely related field, and experience and training in working with children.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certificate
Fingerprint clearance and TB test
Must pass drug screen

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to hear and speak to exchange information; see to observe students and perform assigned duties; walk, stand or sit for extended periods of time; possess dexterity of hand and fingers to operate assigned equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally to perform assigned duties; lift and carry light objects.

WORK ENVIRONMENT:

Indoor, playground and/or other outdoor environments; seasonal heat and cold or adverse weather.