

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: EXTENDED DAY CARE CENTER LEAD ASSISTANT

BASIC FUNCTION:

Under the direction of the Extended Day Care Center Supervisor, be responsible for supervising and providing instructional activities for children at the Extended Day Care Center. Provide leadership and guidance to Extended Day Care Assistants and volunteers. This position will follow a work schedule consistent with the operation of the Day Care Center which may be different from the general district calendar and work schedule.

DISTINGUISHING CHARACTERISTICS:

The Extended Day Care Center Lead is distinguished from the Extended Day Care Center Assistant by the responsibility to provide leadership, direction, and guidance to Extended Day Care Assistants and volunteers. The Lead serves in a lead capacity at the site, supports daily program operations, assists with coordinating activities and staff assignments, and communicates directly with the Extended Day Care Center Supervisor regarding program needs and issues. Unlike the Assistant classification, the Lead exercises greater responsibility for oversight of children, staff support, and implementation of program procedures.

REPRESENTATIVE DUTIES:

1. Plan, implement and supervise instructional activities and programs for students.
2. Schedule and guide the work of the assistants and arrange for substitutes as needed.
3. Create and maintain an effective and engaging physical environment for learning.
4. Provide an appropriate climate which assists the school age child in developing a sense of self-esteem and reinforce positive attitudes and social skills.
5. Promote and maintain appropriate student behavior expectations that support safe, respectful, and positive participation in activities while fostering an engaging, inclusive, and age-appropriate Extended Day Care environment.
6. Establish a positive relationship with parents and guardians of the students.
7. Attend staff meetings and required programs.
8. Assist in the selection of staff members
9. May serve as site lead in the absence of the Extended Day Care Center Supervisor.

10. Perform other job-related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

General needs and behavior of children

Competency and skills involving interpersonal/group dynamics

Rules and regulations affecting operation of the Center

ABILITY TO:

Establish and maintain effective working relationships

Provide for the health, safety and psychological needs of children

Supervise learning activities

Provide guidance for children's routine activities

Provide a positive environment conducive to learning

Communicate effectively

Maintain records, equipment and facilities in an effective and efficient manner

Direct the efforts of those assisting in the program and other staff

Work independently

Assist in developing and implementing programs for children

Demonstrate a commitment to Los Alamitos Unified School District's mission, vision, and priority goals.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school (education in child development preferred); a minimum of two years in a classroom situation; some experience in directing the work of others is desirable.

LICENSES AND OTHER REQUIREMENTS:

Pertussis Immunization

Flu Vaccination

Measles Immunization

WORKING CONDITIONS:

Indoor and outdoor extended Day Care Center Environment which includes standing, walking, kneeling, squatting, crawling, stooping, twisting and bending on various surfaces such as concrete, blacktop, asphalt, dirt and grass; push, pull, lift or carry up to 25 lbs.; work directly with students in activities/games which may involve repetitive twisting or pressure involving wrists or hands or working with arms above shoulder level; student contact requiring clear speaking; able to hear voice conversation; color vision, peripheral vision, depth perception and the ability to adjust focus and see long distances; exposed to minor contagious illnesses .

SALARY RANGE: 40

ADOPTED BY PERSONNEL COMMISSION:
ADOPTED BY BOARD OF EDUCATION:

June 10, 2026
June 23, 2026