



JOB ANNOUNCEMENT

Adventure Club After-School Program Child Care Aide

JOB DESCRIPTION:

The Adventure Club After-School Program Child Care Aide under the direct supervision of the Adventure Club Liaison, Adult and Community Education Coordinator, and the Executive Director of Student Support Services assists in providing an After School program that enriches the instructional needs of children, in the delivery of services and in implementing an educational program appropriate for children ages 5-12.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Experience working with children

ADDITIONAL REQUIREMENTS:

- CPR and First Aid Certification (preferred but training available after hiring)

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to work well with children ages 5-12
- Ability to follow verbal and written instructions
- Knowledge of general office equipment
- Ability to communicate effectively (written and verbal)

DUTIES AND RESPONSIBILITIES:

1. Performs tasks under the general supervision of Adventure Club Liaison, Adult and Community Education Coordinator, or Executive Director of Student Support Services.
2. Works cooperatively with the supervisory staff in preparing the meeting room/location (cafeteria, gym, playground, classroom, etc.) and the activities and instructional materials for children.
3. Greets students and parents; accurately checks attendance of students.
4. Assists in taking payments and writing receipts.
5. Prepares and delivers activities and instructional plans to children; maintains constant vigilance over students
6. Assists with units of instruction designated in the After School program.
7. Sanitizes the environment daily or as often as needed; assists in maintaining a healthy and safe classroom, activity area and playground.
8. Assists in managing student behavior and activities to facilitate a positive and safe environment.
9. Facilitates the classroom routines with fellow staff.
10. Supervises children in a variety of settings including but not limited to playground, nap/quiet time, library, arts and crafts, lunch time and/or snack time activities.
11. With appropriate training, attends to the physical needs and well being of children as needed. May be required to assist with clothes changing.
12. Documents children's performance and behavior.
13. Assists students with homework, reading and study skills.
14. Follows established policies; has a working knowledge of the plan of action to follow in case of emergencies.
15. Attends appropriate in-service training sessions.
16. Assists with maintaining a sign in/sign out sheet to record student attendance accurately.
17. Assists with record keeping regarding the Federal snack program.
18. Completes time sheet and forwards to Adult and Community Education office in a timely manner.
19. Accompanies and supervises children on field trips.
20. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate (verbal and written), instruct, read, understand verbal instructions, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry heavy weight (45 pounds or more), hear, maintain visual acuity, speak, kneel, crouch, and stoop.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Playground equipment

Hourly Salary: \$9.00 per hour

Hours: 2:30 pm – 6:00 pm (part-time) Monday-Friday

Days: 177

Wage/Hour Status: Nonexempt

Updated: October 21, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.