

**EXTENDED DAY PROGRAM AIDE**

**JOB SUMMARY**

Under the immediate direction of the Extended Day Program Leadworker and/or Assistant, provide assistance to the child care program by supervising children on playground, and all areas of the school facilities ensuring a safe environment for children and staff. Supplement supervision of children by Extended Day Program Assistant, Leadworker and other assigned staff.

**TYPICAL DUTIES**

Assist the staff in the proper supervision of child care pupils during all activities and in the learning center, grounds, and all campus areas. Assist staff in maintaining discipline and order and facilitate the transition of one activity/location to another. Assist students with homework. Correct and/or report any conditions hazardous to the health and safety of pupils, staff and the public. Assist with food preparation and the serving of lunches and snacks. Assist in maintaining a neat, clean, safe, healthy and sanitary classroom and play environment. Clean up after activities, wiping off tables, vacuuming, etc.. When necessary, clean up bathroom. May assist in preparing classroom for custodial staff cleaning. Attends to the physical needs of the children (i.e., feeding, toileting, resting, etc.) Maintain cooperative working relationships with children, staff, and parents. Prepares and assists children in doing homework and other assigned activities. Perform other related duties as assigned.

**JOB REQUIREMENTS**

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent. Volunteer or paid experience in child care or youth group activities is desirable, but not required. Must possess current, valid first aid and CPR certification.

**Knowledge of:**

General concepts of child growth/development and child behavior characteristics. Correct English usage, grammar, spelling, punctuation and vocabulary. Oral and written communication skills. Safety practices in learning center and playground activities. Health and safety regulations. First aid and CPR applications/techniques.

**Ability to:**

See and read with or without visual aids. Read orally or silently a variety of materials. Hear and understand speech at normal levels. Communicate so others will clearly understand normal conversation. Follow both oral and written instructions. Establish and maintain effective working relationships with children, staff, and community. Utilize sound judgment. Establish and maintain a safe and healthy environment for children. Work confidentially with discretion.

**CERTIFICATION**

Current, valid first aid and CPR certification and maintenance of both.

**PHYSICAL ABILITY**

The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading. Dexterity of hands and fingers to operate computer keyboard and other office equipment. Hearing and speaking to exchange information in person and on the telephone. Seeing to read a variety of materials. Bending at the waist, kneeling or crouching to assist children and to file materials. Selected candidate must pass a drug screen and criminal background check..

**WORKING  
CONDITIONS**

Both indoor and outdoor environment. Work between 6 a.m. and 6:30 p.m.