

EXTENDED DAY PROGRAM LEAD WORKER

JOB SUMMARY

Under direction of the site administrator and/or project coordinator, is responsible for the general supervision and instructional support of children participating in the Extended Day Program. Plan and design activities. Supervise children in learning center and outdoor activities.

TYPICAL DUTIES

Coordinate Extended Day Programs with school site principal and staff in order to avoid duplication of services; integrate school site programs for children with Extended Day Programs. Design and implement a schedule of activities appropriate to the goals of the program. Facilitate articulation of activities with assigned school instructional personnel. Organize and prepare a positive learning environment. Prepare materials and supplies required for program operation. Provide careful and effective supervision of children's activities. Lead and supervise children in various classroom and outdoor activities. Provide student behavior management charts and programs; assist children in maintaining standards of behavior using non-punitive disciplinary methods and positive reinforcement strategies. Provide training and work instruction to program assistants. Develop and maintain efficient and accurate attendance records. Design procedures for notifying parents of student absences. Administer first aid and follow necessary emergency procedures. Monitor medical conditions. Identify and report any safety hazards on site. Assist in maintaining a neat, clean, safe, healthy and sanitary classroom and play environment by cleaning up after activities, wiping off tables, emptying trash, vacuuming, etc. When necessary, clean up bathroom. May assist in preparing classroom for custodial staff cleaning. May be required to attend to the physical needs of the children (i.e., feeding, toileting, resting, etc.). Communicate with prospective parents and various organizations to explain the extended student services program. Organize field trips. Arrange for and/or provide tours for visitors. Participate in meetings and in-service training programs as assigned. Maintain cooperative working relationships with children, staff, and parents. Perform basic clerical functions, record student data, order/receive supplies, and call for substitutes as needed. May participate in planning program activities. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include high school diploma or equivalent and two year combination of general clerical experience and work in child care development program. Working with "at-risk" children in an education and/or child related setting. Current, valid first aid and CPR certification. Completion of at least six units of course work in child development, child behavior, or related field is preferred.

Knowledge of:

General concepts of child growth/development and child behavior characteristics. Correct English usage, grammar, spelling, punctuation and vocabulary. Principles and practices of providing training and work direction to others. Methods of storing equipment, materials, and supplies. Inventory methods practices. Oral and written communication skills. Records maintenance and management. Safety practices in classroom and playground activities. Health and safety regulations. First aid and CPR applications/techniques.

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Ability to:

See and read with or without visual aids. Hear and understand speech at normal levels. Communicate so others will clearly understand normal conversation. Read, write, and perform basic mathematical computations. Follow both oral and written instructions. Establish and maintain effective working relationships with children, staff, and community. Establish and maintain a safe and healthy environment for children. Research, organize, and disseminate information. Train, organize, schedule, and provide work direction to others. Work independently with little direction. 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 physical examination and drug screening.

**WORKING
CONDITIONS**

Both indoor and outdoor environment.