

EXTENDED DAY PROGRAM ASSISTANT

JOB SUMMARY

Under direction of the site administrator and/or project coordinator, and leadership of the Extended Day Program Lead worker, provide supervision of children on site and during field trips. Assist staff with implementation of program, materials, attendance and record keeping.

TYPICAL DUTIES

Assist staff in daily activities in the learning center, providing academic support, enrichment, leadership and outdoor activities, including experiences which focus on enrichment and leadership. Assist in outdoor activities. Assist Leadworker in planning, designing, and implementing a schedule of daily activities. Organize and prepare a positive learning environment. Implement a homework component. Prepare materials and supplies. Provide careful and effective supervision of children's activities. Lead and supervise children in various learning center and outdoor activities. 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.). Assist children in development interpersonal skills, responsibility, problem solving and conflict resolution abilities. Make observations of children and record/report social and academic adjustment to school. Maintain confidential notes on child contacts and progress and maintain a variety of reports and records. Administer first aid and follow necessary emergency procedures. Monitor medical conditions. Supervise children on field trips. Perform a variety of clerical duties including typing, duplicating, recording attendance, preparing registration packets, laminating material, etc. Maintain cooperative working relationships with children, staff, and parents. 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 one year combination of general clerical experience and work in child care development program. 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 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. 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. 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 physical examination and drug screen.

**WORKING
CONDITIONS**

Both indoor and outdoor environment.