

UNION SCHOOL DISTRICT

CLASS TITLE: ACTIVITY LEADER, EXTENDED CARE PROGRAM

BASIC FUNCTION:

Under the direction of an assigned Site Supervisor, Extended Care Program assist in the daily activities of school-aged children in an assigned before and/or after-school extended day program; assist in planning and implementing activities; monitor and supervise children in classroom and outdoor activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Provide a safe, caring, positive and engaging learning environment for students in an assigned before and/or after-school extended care program; prepare materials and supplies for daily activities; monitor attendance
- Collaborate with the site supervisor to develop appropriate indoor and outdoor learning and recreational activities for children
- Lead and supervise students in various classroom activities including games, arts and crafts, projects and related activities; supervise students in outdoor activities; create schedule of activities
- Serve as a role model and develop positive social behaviors of children; reinforce positive behaviors
- Receive and greet students, parents, and staff and direct inquiries to appropriate personnel
- Work with faculty and staff to provide a positive and supportive team atmosphere and learning environment
- Communicate with parents regarding progress of students
- Ensure the health and safety of students by following health and safety practices and procedures; assist in maintaining a clean and orderly environment
- Assist children with homework assignments; explain questions and enhance student understanding of their learning
- Provide routine first aid according to established procedures
- Comply with mandated reporting guidelines
- Maintain sign-in/out sheets accurately at all times
- Perform a variety of clerical duties including typing, duplicating, recording attendance and maintaining assigned records; prepare bulletin boards
- Operate a variety of classroom and office equipment including a computer and audio-visual equipment; answer telephone calls and direct inquiries to the appropriate personnel
- Assist in the preparation of snacks for children; assist in moving playground equipment as assigned

Other Duties:

- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge of:

Basic school age child development principles, theories and practices;
Safe practices in classroom and outdoor activities;
School policies, rules and regulations;
Classroom procedures and appropriate student conduct;
Routine filing and record keeping procedures;
Basic subjects taught in local schools, including mathematics;
Oral and written communication skills;
Policies and procedures of assigned program and activities;
Operation of a computer and assigned software;
Interpersonal skills using tact, patience and courtesy;
Health and safety regulations;
First aid and CPR procedures; and
Mandated reporting requirements.

Ability to:

Assist in the overall activities of school-age children in an assigned after-school program;
Assist in planning and implementing activities;
Supervise children in classroom and outdoor activities;
Maintain a safe, clean and orderly environment;
Understand and follow oral and written instructions;
Plan and create classroom and playground activities;
Operate a variety of classroom and playground equipment;
Operate a computer and assigned software;
Communicate effectively both orally and in writing;
Interpret, apply and explain rules, regulations, policies and procedures;
Establish and maintain cooperative and effective working relationships with others;
Oversee and maintain a safe environment according to approved policies and procedures; and
Administer first aid and CPR.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to high school graduation preferred, six units in Early Childhood Education preferred.

Experience: A minimum of six months of experience working with school-age children preferred.

Licenses and Other Requirements:

Valid First Aid/CPR Certificate, or ability to obtain

WORKING CONDITIONS:

ENVIRONMENT:

Active classroom and playground environment.

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;

Ability to conduct verbal conversation and or training in English and, possibly, a designated language; Hear normal range verbal conversation (approximately 60 decibels);

Sit, stand, stoop, kneel, bend and walk;

Sit for sustained periods of time;

Lift up to 20 or more pounds;

Carry up to 20 or more pounds;

Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;

Operate office machines and equipment in a safe and effective manner;

Manual dexterity necessary to operate computer keyboard at the required speed and accuracy; and Conduct frequent repetitive arm, hand and body motion.

Range 707

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

Board Approved 11-5-18