

Magnolia School District

PARENT EVENT CHILDCARE HELPER

DEFINITION

Under the general supervision of the Program Director or Designee, the Parent Event Childcare Helper provides child care services to the children attending the program.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Remain with the children at all times;
- Supervise children and maintain an orderly and safe environment
- Establish a rapport, gain the confidence of, and maintain ongoing, regular contacts with the children and their parents/guardians;
- Assist in the creation and implementation of engaging projects/activities/games;
- Perform daily cleaning duties as assigned to maintain comfort, cleanliness and orderliness of environment and equipment;
- Perform standard paperwork and record keeping as required (i.e. sign-in sheets, behavior/incentive charts, etc);
- Maintain communication with one another from shift to shift regarding the children in the program, through each staff member contributing to and reviewing the logbook during each and all shifts;
- Follow the advice and directions of the Program Director or Designee to ensure consistency in the completion of behavioral intervention strategies and/or use of various teaching techniques;
- Attend and participate in training sessions and in-services to increase knowledge and the effectiveness of working with the children/families served;
- Maintain positive and professional behavior/attitude while on duty;
- Staff will not exhibit or engage in behaviors while on duty that would reflect a negative image of the Magnolia School District;
- Assist in completion of emergency preparedness drills (i.e. fire, earthquake, etc);
- In the event of an emergency, the Parent Event Childcare Helper must call for additional support from the Program Director or Designee;
- Supervises students and siblings during parenting classes and other activities approved by the site administrator;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- School age child behavior;
- Acceptable conflict resolution techniques;
- Safety rules and habits;
- Proper lifting techniques;
- Basic children's playground activities or games;
- Basic first aid for playground supervision;
- Proper emergency procedure protocol.

Ability to:

- Work effectively without close supervision;

- Understand and apply rules and regulations of acceptable student behavior while on school grounds;
- Maintain acceptable standards of and use good judgment in dealing with student behavior;
- Communicate effectively with students, teachers, administrators and parents;
- Establish and maintain respectful and cooperative working relationship with students, teachers, administrators and parents;
- Be physically fit and able to participate in a variety of activities;
- Understand and follow oral and written instructions;
- Have a positive and proactive attitude;
- Flexibility, originality and commitment to care of the children.

Experience:

- Experience in working with school age children is desired.
- Previous experience in child care environment (i.e. camp counselor; Girl Scouts/Boy Scouts, etc).

Education:

- High school diploma or equivalent - preferred.
- ECE units-preferred.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee’s primary responsibility is working with students. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting, walking, bending, squatting or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 19
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AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER
