LA HABRA CITY SCHOOL DISTRICT
JOB DESCRIPTION

EXTENDED CARE ASSISTANT SITE LEAD

Definition

Under supervision of the Supervisor of Secretarial Services and direction from the Extended Care Coordinator and Site Lead, assists with development and supervision of a safe and orderly child-oriented environment. Organizes and leads in developing educational and physical skill levels in students and communicates the mission of extended care to parents and children.

Typical Tasks

- Communicates with parents, staff and students.
- Organizes learning stations and offers assistance with homework.
- Safely supervises student activities and guides them during play time.
- Performs other related duties as assigned.

Minimum Qualifications

Education: Completion of high school or General Education Diploma (GED). Some Early Childhood Education training courses preferred.

Experience: Previous experience working with parents and students.

Ability to: Work with students from kindergarten through eighth grade; relate in a professional manner to parents, students, and staff; be both flexible and firm with decisions that relate to the extended care program; take direction for improvements or changes; and must be able to stand for long periods of time.

Certificate Required: Must secure First Aid Certificate and CPR Certificate within six months of employment.

Note Restriction: Staffing is contingent upon the funds generated by families participating in the Extended Care Program ("KidZone").

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

In this position, the employee works in several environments including classroom, indoor and outdoor environments and on or near student playground equipment. The employee's primary responsibility is working with students in an extended day care program. Employees in this position may have a higher level of exposure to infection from students. There is also frequent contact with staff and public. The noise level is moderate.

Physical Demands:

The physical demands of this position include frequent sitting and standing for extended periods of time. Dependent on class/student assignment the employee may occasionally lift, push, pull and/or move up to 50 pounds without assistance. Repetitive bending at the waist as well as kneeling, stooping, crouching to assist students is also required. Employees may reach overhead as well as above the shoulders and horizontally. Dexterity of hands and fingers to demonstrate activities or run instructional equipment is required as is hearing and speaking to exchange information, make presentations, hear in a noisy environment and locate the source of a sound. Seeing to read a variety of materials and monitor student activities is also required. Physical demands may also increase due to recreational program assignment where the employee will engage in recreational activities with students.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed.

Salary Range: 2 (KidZone)
Work Schedule: 2

REVIEWED BY THE COMMISSION:

Revised: April 5, 2005
September 16, 2008 (1st Reading)
October 7, 2008 (2nd Reading)
Last Updated: April 5, 2011 (1st Reading)