

KID'S CLUB ASSISTANT II

Purpose Statement

The job of Kid's Club Assistant II is done for the purpose/s of organizing and directing age-appropriate activities for school age students; preparing and serving snacks; providing assistance with homework; assisting in maintaining a clean and safe learning environment for students; and scheduling and supervising staff.

Essential Functions

- Assists in the supervision of students in various outdoor activities (e.g. sandbox, swings, climbing apparatus, field trips, swimming pool, etc.) for the purpose of providing a safe and positive learning environment.
- Assists the students with age appropriate activities by working with individual or small groups (e.g. homework, games, art, music, science, language, nutrition, playground, washing hands, life skills, etc.) for the purpose of presenting and/or reinforcing learning concepts and by caring for student's needs.
- Attends meetings for the purpose of receiving and/or conveying information.
- Coordinates program with school staff (e.g. principal, office personnel, maintenance, school nurse, cafeteria staff, etc.) for the purpose of conveying information and/or receiving information required to maintain program requirements.
- Distributes instructional and/or play materials for the purpose of providing students with necessary items and assisting the site supervisor in the classroom.
- Maintains a variety of records (e.g. behavior and accident information, financial records, parent files, attendance, sign in/out records, snack program, all records required by the District, etc.) for the purpose of providing required information and/or documentation to be in compliance with the licensing requirements.
- Manages various activities (e.g. site snack program, summer camp program, field trips, curriculum, special events, etc.) for the purpose of ensuring that program requirements are met.
- Monitors children in various activities (e.g. snack time, group or individual games, playground activities, classroom activities, etc.) for the purpose of providing a safe and positive learning environment.
- Monitors student behavior for the purpose of ensuring student compliance to established regulations and maintaining a safe and positive learning environment.
- Organizes indoor/outdoor, quiet/active play activities, summer camp program, holiday program, appropriate to age group for the purpose of actively participating in learning activities with children.
- Prepares and serves daily snacks for the purpose of meeting children's' nutritional needs.
- Prepares documents (e.g. monthly reports, budget, lesson plans, purchase orders, supply lists, minutes, etc.) for the purpose of providing written documentation and/or conveying information.
- Promotes good habits for the purpose of improving the quality of students outcome and encouraging student development.
- Receives and delivers children directly from/to parents or designee for the purpose of ensuring safety of children and meeting the District requirements.
- Supervises staff (e.g. trains, schedules, weekly site staff meetings, etc.) for the purpose of maximizing their efficiency and meeting work requirements.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; motivating students while maintaining control; preparing and maintaining accurate records; and operating standard office equipment including utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: stages of child development; age appropriate activities; and positive reinforcement techniques.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking and 40% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in a clean atmosphere.

Experience Job related experience within specialized field is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Pre-employment Proficiency Test

Continuing Educ./Training

12 ECE units (four classes)
6 units in administration and supervision

FLSA Status Non Exempt

Certificates & Licenses

CPR/First Aid Certificate
Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

Salary Grade Classified 25