

KID'S CLUB ASSISTANT I

Purpose Statement

The job of Kid's Club Assistant I 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 assisting the Site Supervisor in the supervision of staff as may be required.

Essential Functions

- Assists in the supervision of students in various outdoor activities (e.g. swimming pool, swings, climbing apparatus, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Assists the site supervisor with lesson planning and/or age appropriate activities by working with individual or small groups of students (e.g. games, art, music, science, language, nutrition, playground, washing hands, etc.) for the purpose of presenting and/or reinforcing learning concepts and by caring for student's needs.
- Communicates with school staff (e.g. principal, office personnel, maintenance, cafeteria staff, visitors, etc.) for the purpose of conveying information and/or receiving information required to perform the functions of the job.
- Distributes instructional and/or play materials for the purpose of providing students with necessary items and assisting the site supervisor in the classroom.
- Maintains classroom equipment and work areas for the purpose of ensuring availability of items and/or providing for a safe and sanitary learning environment.
- Monitors children in various activities (e.g. snack time, group or individual games, playground activities, quiet time, field trips, classroom, homework time, 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 appropriate to age group for the purpose of actively participating in learning activities with children.
- Performs record keeping and clerical functions (e.g. ordering and stocking materials; parent files, financial, sign in/out records, copying, attendance, written reports, etc.) for the purpose of supporting the site supervisor and/or providing necessary records/instructional materials.
- Prepares and serves daily snacks for the purpose of meeting childrens' nutritional needs.
- Prepares documents (e.g. newsletters, lesson plans, holiday programs, supply lists, snack menus, summer calendars, 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.
- Responds to inquiries from staff, parents, etc. for the purpose of conveying and/or receiving information.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Supervises staff, as may be required in the absence of the Site Supervisor, for the purpose of maximizing their efficiency and meeting work requirements.

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; controlling and motivating students; and preparing and maintaining accurate records.

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 solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: stages of child development; age appropriate activities; and positive reinforcement techniques; and disaster drills and procedures.

ABILITY is required to schedule activities; 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 identify 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 direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be 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 some temperature extremes, some hazardous conditions, and in a clean atmosphere.

Experience Job related experience is required.

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

Required Testing
Pre-employment Proficiency Test

Continuing Educ. / Training
12 ECE credits

FLSA Status Non Exempt

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

Clearances
Criminal Justice Fingerprint/Background Clearance
TB Clearance

Salary Grade Classified 16