

ST. EDWARD THE CONFESSOR PARISH SCHOOL

JOB DESCRIPTION

Extended Day Care Assistant

Definition

Responsible for assisting the Extended Day Care Director by monitoring children ages 4-14; perform paraprofessional instructional activities such as helping students with homework; supervising individuals and small groups of children playing; and to do other related work as required.

Minimum Requirements:

Extended Day Assistants are required to have a minimum of a high school diploma and must have some successful experience working with school age children; must pass a background check; fingerprint and safe environment training per the Diocese of Orange. Each employee is required to have a TB test and current CPR/AED and First Aid training certification.

In addition, the Extended Day Care Assistant must understand basic concepts of child growth and development, and developmental behavior characteristics; student behavior management strategies and techniques; how to respond in emergency situations; routine record keeping techniques.

Responsibilities:

Take the lead in helping to organize age appropriate activities for children and small groups; working with the Extended Day Director to plan activities and help prepare and serve snacks; ensure that equipment is working, safe and clean; know how to respond in emergency situations and attend all required meetings and trainings.

In addition, the Extended Day Care Assistant must demonstrate an understanding, patient, and receptive attitude toward students of varied age groups; communicate effectively in oral and written form; understand and carry out oral and written instructions; appreciate human diversity; establish and maintain cooperative working relationships; comply with diocesan/school policy.

Behavior Support:

Extended Day Care Assistants must be able to deal with behaviors such as hitting, biting, yelling, refusal to follow directions. The Extended Day Care Assistant must have knowledge of typical child development and follow the behavior system set up by the Director. They must know how to redirect children when behaviors occur and know how to prevent inappropriate behaviors from occurring. Yelling, shouting and belittling children are strictly prohibited.

Physical Demands and Working Environment:

The conditions herein 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 job functions.

Environment: Work is performed primarily in a classroom/playground setting.

Physical: Primary functions require sufficient physical ability and mobility to work in playground or homework setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate and exchange information.

In addition, the Extended Day Care Assistant must possess the ability to react to situations quickly and rationally; must be able to get to a dangerous situation quickly to do what needs to be done to reduce danger and harm.

Vision: See in normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.