

Elementary Extended Care

QUALIFICATIONS

- shall have a minimum of a high school degree or equivalent – at least 6 ECE units preferred
- shall be a person sensitive to the needs of others, evidence a love of children and learning, and be open-minded, tolerant, and flexible.
- shall be physically and emotionally healthy, punctual, enthusiastic, and dependable.

ACCOUNTABILITY

The K-5 extended care staff is directly responsible to the Extended Care Supervisor.

DUTIES AND RESPONSIBILITIES

- communicates effectively with pupils, commending and reinforcing good conduct.
- is effective and fair in with children.
- in collaboration with Extended Care Supervisor, assists in the development and implementation of constructive behavior guidance methods and strategies.
- keeps supervisor aware of any behavioral problems, accidents, or special needs of any of the children.
- cooperates with other staff members in arranging the extended care.
- Ensure safety of each child during extended care activities to ensure the safety of each child at all times.
- develops, instructs, and supervises games and activities.
- greets parents in a professional manner.
- maintains professional attitude.
- maintains confidentiality at all times.
- carries out all duties and responsibilities outlined in the employee handbook

COMPENSATION/HOURS

- \$15 - \$20/hour depending upon experience
- 12.5 hours/week, 2:45 – 5:15pm each day