



LIVERMORE AREA RECREATION AND PARK DISTRICT

JOB DESCRIPTION

JOB TITLE: SCHOOL-AGE CHILD CARE TEACHER

DIVISION: Recreation
REPORTS TO: Extended Student Services Coordinator
DATE ADOPTED: October 29, 1997

CLASSIFICATION CODE: 7355

POSITION SUMMARY:

Under direction of the Extended Student Services Coordinator, this position performs responsible work at a school-age child care site related to the planning, scheduling, organizing, and implementing of curriculum and other activities for program participants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supervises and monitors children and activity areas during on- and off-site programs.
2. Leads activities and provides instruction to program participants.
3. Assists Coordinator with development and implementation of program curriculum.
4. Maintains discipline and reinforces appropriate standards of behavior among program participants.
5. Participates in the purchasing, maintenance and inventory of program supplies and equipment.
6. Assists with program administration requirements; completes forms, writes reports, monitors budget, collects fees, prepares deposits.
7. Assumes responsibilities and acts as temporary site supervisor in the absence of the ESS Coordinator.
8. Assists with child development assessments and contributes relevant documentation.
9. Interacts with parents and school site personnel; refers questions and concerns as appropriate.
10. Maintains a safe and healthy program environment by participating in facility maintenance duties, including scheduling repairs of equipment, the leaning of facilities, and the correction of potential hazards.
11. Attends staff meeting and training sessions.
12. Performs other duties as assigned.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. Incumbents in this classification work a flexible schedule dependent upon program needs, including teacher release days, and winter, spring and summer school recesses. Duties will be performed mainly in an indoor work environment, with periods of activity occurring outside. The incumbent will be required to travel to off-site locations for field trips. The employee will be subject to a "busy" work environment that has noise levels of varying intensity and duration. The employee will be exposed to a variety of childhood illnesses.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. While performing the duties of this job, the employee is regularly required to have: mobility to walk, sit, bend, reach, stoop, kneel, crouch, crawl; manual dexterity to use hands and fingers to grasp objects, write legibly, and operate a computer; strength to perform light lifting and carrying of objects; hearing and speech adequate to communicate clearly in person and

by telephone; vision adequate to read standard text and to monitor the activities of children; stamina to work in a busy environment.

MINIMUM QUALIFICATION REQUIREMENTS:

Education: An AA degree with emphasis in Early Childhood Education and 4.5 quarter units in Administration/Supervision.

Experience: Two years of experience in working with children in a licensed child care setting with at least one year in a supervisory or assistant supervisory capacity.

OR

Education: BA/BS degree in Early Childhood Education, or in Recreation, Elementary Education or Physical Education with 9 semester units in Early Childhood Education and 3 semester units in Administration/Supervision.

Experience: One year of experience in working with children in a licensed child care setting with some experience in a supervisory or assistant supervisory capacity.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

- Child development/child care issues;
- Appropriate disciplinary techniques;
- Common recreational and social needs of school-age children.

Skill to:

- Teach and instruct children and staff effectively.

Ability to:

- Develop a variety of age-appropriate recreational activities;
- Plan, organize and conduct child care programs;
- Interpret policies and programs; enforce rules and procedures;
- Work in cooperation with others in a team approach;
- Provide a positive role model for children;
- Communicate effectively, both orally and in writing;
- Support and carry out the goals and objectives of the Extended Student Services Program.

LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:

- A California Driver's License and a satisfactory driving record are conditions of initial and continued employment;
- Department of Justice fingerprint clearance;
- Tuberculosis test clearance prior to employment;
- Current First Aid and CPR certification.