Northern California Conference

**Job Description**

**DATE:** July 1, 2018

**LOCATION:**

**STATUS:** Part-time/Regular

**REPORTS TO:** Principal

**TITLE:** Extended Care

**Wage/Salary:** $

**ERI Category:**

**Job Code:** B **Step:**

**SUMMARY:** Provides a safe and loving environment for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ students before and after school and during vacations.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Observes and monitor children’s play activities.
2. Keeps records on individual children – daily time sheets.
3. Instructs children in health and personal habits such as eating, resting and toilet habits.
4. Organizes recreational activities, such as games and art projects, etc.
5. Miscellaneous related duties as assigned by Principal.

**JOB SPECIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability required, physical, and work environment.

**Education and/or Experience**

Minimum of AA/AS degree and/or three to five years’ experience in related area.

**Language Skills**

Must be able to communicate clearly both verbally and in writing.

**Mathematical Skills**

Ability to do basic math.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Other Skills and Abilities**

Ability to relate pleasantly to all individuals at the school.

**Physical Demands**

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, or controls; reach with hand and arms; and talk or hear. The employee must occasionally lift and/or move up to 40 pounds. Assistance should be requested when lifting requirements exceed 40 pounds. Must be able to spend long periods of time standing and walking.

**Work Environment**

The noise level in the work environment is usually high. Work area is well lighted and ventilated. Overtime is never permitted without supervisor’s prior approval.

\* \* \* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.