



## PERSONNEL COMMISSION

Class Code: 0694  
Salary Range: 07 (C1)

### KIDS' CLUB ASSISTANT

#### JOB SUMMARY

Under general supervision, assist in the implementation of a Kids' Club (day care) program which meets the needs of individual children; participate in and monitor children in program activities; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Assist in the implementation of a Kids' Club (day care) program which meets the needs of individual children by taking into account interest, special needs and special talents. **E**
- Participate in and monitor children in program activities such as games, songs, physical exercises, free play, arts and crafts and snack times, and homework, breakfast and cooking clubs. **E**
- Cultivate and maintain an environment promoting social and physical growth, self-esteem, reinforcement of positive attitudes, as well as opportunities for learning. **E**
- Maintain standards of child behavior to achieve effective participation in activities without interfering with the natural, informal atmosphere of the Kids' Club Program; assist in enforcing discipline with positive strategies. **E**
- Assist in organizing activities such as setting up materials, crafts and games, preparing bulletin boards, replenishing supplies, arranging furniture to facilitate program needs, and creating an orderly and clean environment. **E**
- Set up, prepare and serve snack items; operate a griddle, oven and popcorn and snow-cone machines; clean up following snack times. **E**
- Perform a variety of program associated clerical work including answering telephones, filing, duplicating and typing materials, and maintaining a variety of records, logs and files related to assigned activities. **E**
- Participate in enrolling children, collecting program and activity fees and preparing receipts. **E**
- Communicate with District staff, children, parents, and others to exchange information, coordinate activities and resolve issues or concerns. **E**
- Operate a variety of office and instructional equipment including a computer and assigned software. **E**
- Attend and participate in workshops, in-services and training programs. **E**
- Administer first aid or necessary physical assistance to ill or distressed children; may administer prescribed medication in accordance with established District procedure. **E**
- Open or close the program site as assigned by the position. **E**
- May train and provide work direction and guidance to other staff.

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

**DISTINGUISHING CHARACTERISTICS**

Incumbents in this class will assist in the implementation of the activities of a Kids' Club program designed to provide child-care both before and after regular school times, and may range from 6:30 a.m. to 6:30 p.m. They are expected to be good role models for the children in a culturally diverse environment and to encourage the development of sound social behavioral and interactions skills among the children. They will be assigned a work schedule consistent with the operation of the program, which may be different from the general District calendar and work schedule. Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Basic concepts of child development and behavior.  
Safe practices in classroom and playground activities.  
Basic record keeping and filing techniques.  
Personal hygiene practices.  
Generally accepted standards of health and sanitation.  
CPR and first aid techniques.  
Basic math.  
Operation of office and classroom equipment including a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Assist in the planning and implementation of a Kids' Club (day care) program which meets the needs of individual children.  
Participate in and monitor children in a variety of program activities.  
Motivate children to participate in program activities.  
Maintain equipment and facilities in a clean and orderly condition.  
Work independently and as a member of a team.  
Meet schedules and timelines.  
Resolve discipline issues using positive strategies.  
Interact with parents and others in a direct, professional manner.  
Learn, apply and follow Kids' Club and District rules, regulations, and daily practices.  
Establish and maintain cooperative and effective working relationships with others.  
Interpersonal skills using tact, patience and courtesy.

Perform a variety of program associated clerical work.

Maintain routine records, logs and files.

Administer first aid or necessary physical assistance to ill or distressed children.

Administer prescribed medication in accordance with established District procedures.

Understand and carry out oral and written instructions.

Operate a variety of office and classroom equipment including a computer and assigned software.

**Education and Training:**

Equivalent to graduation from high school. College-level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

**Experience:**

Six months of experience working with children in an instructional, extended day care or similar recreation program.

Any other combination of training and experience that could likely provide the required knowledge and abilities may be considered.

**SPECIAL REQUIREMENTS**

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

**WORKING CONDITIONS**

Classroom, learning center, community settings and playground environment.

Evening and varied hours.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist children.

Reaching overhead, above the shoulders and horizontally.

Seeing to read a variety of materials and monitor activities.

Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.

Hearing and speaking to exchange information in person and on the telephone.

May include lifting, pushing, pulling or crawling on the floor.

Walking.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 7/01/1993

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