



PERSONNEL COMMISSION

Class Code: 0515
Salary Range: 09 (C1)

KIDS' CLUB LEAD ASSISTANT

JOB SUMMARY

Under immediate supervision, participate in the planning, organizing and facilitating of the activities and functions of an assigned Kids Club program (day care); perform related duties as assigned.

EXAMPLE 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 planning, organizing, and facilitating the operation of an assigned Kids Club program. ***E***
- Assist in the planning and implementation of curriculum and activities that provide a responsive environment for the optimum growth and development of school-age children. ***E***
- Assist in the maintenance of accounting procedures for all income and expenditures and inventory of equipment and supplies; create and maintain records and files. ***E***
- Enroll students, collect enrollment fees and tuition charges. ***E***
- Work with others in the program for the advancement of an active public relations for Kids Club to promote enrollment, communicate the objectives and activities of the Kids Club program, and recruit volunteers to assist with child care. ***E***
- Assist with the planning and conducting of orientations for parents about program policies and procedures and maintaining a regular system of activities to enhance parent-school relations. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established District procedure.
- Assist in monitoring the program for compliance with required health and safety regulations. ***E***
- Participate in regular staff meetings and assist with in-service training as needed. ***E***
- Act as a liaison between parents, staff, and school personnel. ***E***

*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

Kids Club is designed to provide before and after school child care during the operating hours of 6:30 a.m. to 6:30 p.m., Monday through Friday. The classification of Kids Club

Lead Assistant will usually be assigned to a site or program with a high number of students (over 85). An incumbent in this class will participate in the ongoing program activities, monitor those activities and assist in planning new activities. An incumbent is required to carry out program functions within established guidelines and regulations under limited supervision of the immediate supervisor or the site administrator. 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 :**

Learning and behavior patterns of children.
Basic arithmetic: addition, subtraction, division, multiplication.
Record keeping techniques
Child behavior and child modification
First Aid.
Personal hygiene practices
Generally accepted standards of health and sanitation
Diverse cultural communities and backgrounds.

Ability to:

Learn and follow District rules, regulations and daily practices of assisting in the operation of the Kids Club program.
Assist in planning and facilitating a Kids Club program for the optimum growth and development of children.
Direct the activities of children and provide a positive, learning environment.
Assist in the preparation and presentation of clear and concise reports.
Perform clerical duties and clerical accounting work.
Assist in the explanation of laws, rules, regulations, and District policy to other agencies, parents, and the public.
Establish and maintain an effective working relationship with those contacted in the course of work.
Administer prescribed medication in accordance with established District procedures.
Demonstrate tact and sound judgment.
Effectively manage changing circumstances.
Demonstrate flexibility, understanding, and patience towards students, parents, and school personnel.
Operate a variety of office and classroom equipment including a computer.

Education and Training:

Graduation from high school supplemented by completion of 12 units in Early Childhood Education or a related field. A higher degree in education or a related field is desirable.

Experience:

Two years experience working in a large, extended day environment with school-age children (over 30 students at a site during the same time period).

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

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.

WORKING CONDITIONS

School classroom, learning center or play ground environment.
Active participation in games and related physical development activities with children.

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.

PHYSICAL DEMANDS

Lifting, kneeling, crouching, pushing, and pulling of children up to pre-teens and materials/equipment.

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.