



## PERSONNEL COMMISSION

**Class Code: 0515**  
**Salary Range: 10 (C1)**

### KIDS' CLUB LEAD ASSISTANT

#### JOB SUMMARY

Under general supervision, 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 program activities; train and provide work direction and guidance to assigned staff; 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 planning and 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**
- Serve as a lead at assigned site; train and provide work direction and guidance to assigned staff; serve as site supervisor in the absence of the supervisor as necessary to assure smooth and efficient delivery of services to children and families. **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**
- Organize activities including 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**
- Enroll children; collect program and activity fees; prepare and issue receipts; assist in the maintenance of accounting procedures including income and expenditures and inventory of equipment and supplies. **E**
- Communicate with and serve as a liaison between District staff, children, parents, and others to exchange information, coordinate activities and resolve issues or concerns. **E**
- Participate in promoting enrollment and communication of program objectives and activities; assist in planning and conducting program orientation sessions for parents to communicate policies, procedures, and schedule of program activities. **E**
- Perform a variety of program associated clerical work including answering telephones,

filing, duplicating and typing materials, and preparing and maintaining a variety of records, logs and files related to assigned activities. ***E***

- Operate a variety of office and instructional equipment including a computer and assigned software. ***E***
- Attend and participate in workshops, in-services, staff meetings, 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***
- Assist in monitoring the program for compliance with applicable health and safety regulations. ***E***
- Open or close the program site as assigned by the position. ***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**

Incumbents in this class will serve as a lead and assist in the planning and 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. An incumbent is required, under limited direct supervision, to carry out program functions within established guidelines and regulations. 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:**

Concepts of child development and behavior.

Safe practices in classroom and playground activities.

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.  
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 supplemented by 12 units of early childhood education, social sciences, recreation, child development or a closely related field.

OR

One of the following valid Child Development Permits issued by the California Commission on Teacher Credentialing:

Child Development Associate Teacher Permit  
Child Development Teacher Permit  
Child Development Master Teacher Permit  
Child Development Site Supervisor Permit  
Child Development Program Director Permit

**Experience:**

One year of experience working with 30 children or more in an 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 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: 5/16/1996  
Revised: 10/24/2002  
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