

## SAN DIEGO CITY SCHOOLS

### POSITION DESCRIPTION

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<b>TITLE:</b>	Childcare Activity Assistant	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various school sites	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	012 PARA
<b>REVISED:</b>	July 1, 2002		

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#### **BASIC FUNCTION:**

Provide assistance and supervision to children enrolled in Before and After School activities at participating district sites.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

#### **E = Essential Functions**

Organize childcare activities. **E**

Read stories. **E**

Assist with basic arts and crafts activities depending upon age group. **E**

Assist individuals or groups in play and other activities. **E**

Supervise and participate in indoor and outdoor game activities. **E**

Set up play areas and store equipment after use; set up bulletin boards and use audiovisual equipment for video activities. **E**

Assist with self-care and personal hygiene. **E**

Maintain facilities and equipment in a clean, orderly manner. **E**

Maintain basic program records. **E**

May accompany pupils on buses for field trips.

Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from high school. Volunteer or paid experience in child care or youth group activities is desirable, but not required.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic first-aid techniques or ability to learn them.  
Reading and writing English communication skills.

**ABILITY TO:**

Conduct a variety of play activities and maintain the interest of children in various age groups.  
Perform basic record-keeping.  
Read.  
Establish and maintain effective working relationships with others.  
Plan and organize work.  
Maintain records.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environments.

**PHYSICAL REQUIREMENTS:**

Personal appearance, grooming, attitudes, and language patterns which will provide a satisfactory example to children; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to complete assigned duties; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

**NOTE:** Some positions may be required to have conversational skills in a specific foreign language related to the needs of the assignment.

**NOTE:** Many positions in this job class may be part-time. Part-time positions are subject to an increase or decrease in hours according to district needs.

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