

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Childcare Activity Leader	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various school sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	026 PARA
REVISED:	July 1, 2002		

BASIC FUNCTION:

Plan and organize before and after school activities for pupils ages 5-14 at participating district sites; and leads the work of childcare activity assistants.

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

Plan, organize and participate in childcare activities for before and after school programs including recreation, arts and crafts projects, homework assistance and play activities in indoor and playground areas. **E**

Oversee childcare activities. **E**

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

Set up a variety of recreational activities, games, sports equipment, and other support activities. **E**

Arrange bulletin boards and maintain basic records related to the program. **E**

Collect fees from parents and prepare receipts. **E**

Perform light cleanup of facilities and playground areas after use. **E**

Order new materials and supplies for activities and maintain lists of equipment purchased. **E**

May assemble and serve food snacks.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to completion of 12 units of early childhood education at a community college and one year of work experience in childcare or related youth group activities or programs. Other combinations of training and experience will be considered if related to the needs of the before and after-school programs.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Early child development principles and practices.
Basic first-aid techniques or ability to learn them.
Reading and writing English communication skills.

ABILITY TO:

Read, write and speak the English language.
Organize and supervise various age groups of children in recreational activities.
Lead the work of childcare assistants.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, apply, and explain rules, regulations, policies, and procedures.

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.