

Job Title: CATCARE AIDE (Afterschool Childcare)
Department: Student Services
Reports to: CatCare Coordinator, Principal
Classification: Non-exempt / Support Staff
Employment: 9 months / At-will
Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel.

SUMMARY

The CatCare Aide assists the CatCare Coordinator in providing quality, positive and educationally sound care for students in grades K-6. The CatCare Aide is responsible for supervising children in the afterschool childcare program. The individual in this position welcomes children each day, assists with snacks, school assignments as directed, crafts/activities, and assists with behavior management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Supervises children in the CatCare Afterschool Program.
2. Properly performs tasks as assigned by the CatCare Coordinator.
3. Assists the CatCare Coordinator in all phases of the CatCare program.
4. Maintains confidential nature of all school-related matters.
5. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

SUPERVISORY DUTIES

Supervises students at all times.

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

A minimum of a high school diploma, or equivalent (GED). Demonstrated aptitude for successfully performing tasks of the kind listed above. Must have the ability to deal pleasantly with staff, students and the public. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

Certificates, Licenses, Registrations

N/A

SKILLS AND ABILITIES

Language

An individual who holds this position must have the ability to:

Read and comprehend simple written and oral instructions, short correspondence and memos

Write short correspondence and memos

Communicate one on one and in small groups

Computation

Basic math skills expected.

Reasoning

An individual who holds this position must have the ability to:

Understand and follow verbal and written instructions

Occasionally solve problems involving concrete variables within standardized situations

Technology

Basic computer skills including word processing and data entry.

Additional Skills and Abilities

Experience working with children is preferred. Possess a sincere desire to work with elementary age students in a childcare setting. Be able to communicate effectively, as well as understand and follow instructions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements

An individual who holds this position:

Is frequently required to stand, stoop, bend and kneel

May have to use therapeutic restraint

May assist students with mobility needs

Must have both close and distance vision

Hours / Attendance / Travel

Consistent and regular attendance is an essential function of this position.

Monday through Friday (days of student attendance), Beginning and ending time set by supervisor.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising outdoor play.

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