

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: AFTER SCHOOL PROGRAM ENRICHMENT WORKER

BASIC FUNCTION:

Under the direction of the Manager, After School Program, After School Program Assistant Managers and After School Program Site Team Leader, assist in the facilitation and implementation of enrichment classes and assist with after school care in accordance with school district policies and in compliance with State and federal regulations.

REPRESENTATIVE DUTIES:

- Take attendance for enrichment staff and students daily. If an instructor or student is absent, take appropriate steps to locate absent person as outlined in procedures. Communicate with the After School Program staff and make phone calls to parents as necessary.
- Provide supervision for students enrolled in enrichment classes as needed.
- Supervise and monitor enrichment classes. Communicate observations to After School Program office staff.
- Monitor inventory of supplies and materials, and facility use by enrichment vendors; report needs to After School Program office.
- Charge and discharge children; sign in and check out children to parents and guardians; note special instructions provided by parents or guardians.
- Utilize behavior management strategies to monitor and support children's behavior; utilize an articulated behavior plan; report behavior concerns to appropriate personnel as required.
- Assist and supervise in the After School Program as assigned.
- Perform routine clerical duties such as filing, duplicating instructional materials and preparing project materials for the After School Program.
- Assists Child Nutrition Services Program by following protocol and policy for meal distribution (e.g. arrange food and beverage items, cleans equipment and serving areas to maintain sanitary conditions, unloads carts to ensure good and/or beverage items are available for service, etc.)
- Provides complete and accurate documentation and audit trail records for meals served and reports meal item counts for purpose of compliance with reporting procedures.
- Perform related duties in Child Nutrition Services Program as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic needs and characteristics of school age children.
- Laws, regulations, policies and procedures related to assignment.
- Behavior management techniques and strategies.
- CPR and First Aid.

ABILITY TO:

- Take initiative to assist children.

- Work effectively with individuals and groups of school-aged children.
- Work cooperatively with others.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Work confidentially with discretion.
- Maintain records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and related experience working with children.

LICENSES AND OTHER REQUIREMENTS:

Valid CPR and First Aid

WORKING CONDITIONS:

ENVIRONMENT:

- Classroom and outdoor environment.
- Noisy at times.

PHYSICAL DEMANDS:

- Standing for extended periods of time.
- Bending at the waist to assist students.
- Reaching overhead, above the shoulders and horizontally.
- Hearing and speaking to exchange information.
- Seeing to monitor student activities and behavior.
- Dexterity of hands and fingers to demonstrate activities and prepare materials.

HAZARDS:

- Exposure to communicable diseases.

TERMS OF EMPLOYMENT:

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Salary Schedule on Range 6.