

## **DEL MAR UNION SCHOOL DISTRICT**

**CLASS TITLE:      AFTER SCHOOL PROGRAM 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 care, supervision, planning and implementation of learning activities of children enrolled in After School Program in accordance with school district policies and in compliance with State and federal regulations.

### **REPRESENTATIVE DUTIES:**

- Ensure a warm, caring, and stimulating environment for children to strengthen self-esteem and independence and develop physical, cognitive, emotional, creative and social skills.
- Provide for the children's developmental needs including, assist Site Team Leader with planning, preparing and implementing curriculum calendars and learning materials; utilize a variety of instructional techniques and strategies to enhance and develop the social, emotional, physical, and cognitive development of the children; assist children with learning activities and encourage their participation in such activities.
- Monitor inventory of supplies and materials; report needs to Site Team Leader.
- Organize and supervise children in classroom and playground activities in a safe manner in accordance with curriculum, supervision and clean-up duty calendars.
- Maintain records and logs regarding children's schedule of activities, communicate with Site Team Leader and parents regarding daily activities and/or concerns.
- Charge and discharge children; sign in and check out children to parents and guardians; check and verify proper identification according to established procedures; note special instructions provided by parents or guardians.
- Maintain classroom in a sanitary, neat and orderly manner including but not limited to: sanitizing work tables and kitchenette; cleaning and disinfecting play areas; cleaning serving and eating areas after meals; organizing play areas; arrange classroom displays and bulletin boards at least monthly.
- Utilize behavior management strategies to monitor and support children's behavior; utilize an articulated behavior plane; report behavior concerns to appropriate personnel as required.
- Evaluate health of children; administer medication as directed; perform First Aid as necessary; contact parents as necessary; follow district health policy.
- Perform routine clerical duties such as filing and duplicating instructional materials.
- Participate in meetings, conferences, in-service training programs, and parent education and involvement activities as assigned.
- 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.
- Basic subjects taught in schools including, arithmetic, art, reading, and writing.
- Learning activities appropriate to school-age children.
- Instructional techniques and strategies.
- Laws, regulations, policies and procedures related to assignment.
- Behavior management techniques and strategies.
- CPR and First Aid.

### **ABILITY TO:**

- Take initiative to assist children with instructional and playground activities.
- Learn constructive play and instructional activities appropriate for school age children.
- Learn child guidance principles and practices.
- Create a warm and caring environment.
- Plan and implement age appropriate curriculum to meet all developmental needs as assigned.
- 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 classroom in a clean, sanitary, orderly and safe condition.
- Assist children with personal needs.
- 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 After School Programs Salary Schedule on Range 1.