

VISTA UNIFIED SCHOOL DISTRICT

SCHOOL AGE CHILD CARE ACTIVITY ASSISTANT

DEFINITION

Under general supervision, to assist other child care personnel in the performance of a variety of play, craft, special project, and game activities; to perform child care support and self-help follow-up activities; and to do other related work as required.

EXAMPLES OF DUTIES

- Assist in the planning and conduct of child care activities following a prescribed plan developed in cooperation with other child care personnel.
- Assist in evaluating and determining the skill and maturity levels of child care participants in determining the appropriateness of play, craft, and game activities.
- Instruct groups of children in game and play activities.
- Perform a variety of craft and special project activities.
- Issue and collect equipment, craft supplies, special project center materials, and game equipment.
- Aid in maintaining appropriate standards of behavior.
- Assist in the set-up and arrangement of materials, supplies and equipment for game and craft activities.
- Participate in the planning, organization and implementation of self-directed game activities.
- Participate in the preparation and serving of snacks, and the cleaning of the preparation area.
- Input data in computer and extract student and fee collection reports.
- Perform a variety of cleaning and housekeeping functions in maintaining the facility in a clean, safe and sanitary condition.
- Inspect and review game activity areas and equipment to ensure that the play and game activities are conducted in a safe and non-hazardous environment.
- Maintain records concerning participation in the child care program.
- Administer routine first aid and seek assistance for serious illness or injury situations when necessary.
- Assist in feeding and self-help skill development of the child care participants.

QUALIFICATIONS

Knowledge of:

Basic concepts of child behavior characteristics and child development;
Behavior management strategies and techniques;
Play, craft, and game activities;
Computer hardware and application software;
Equipment, supplies and materials used in a child care program.

Ability to:

Demonstrate an empathetic, patient, and understanding attitude with various levels of child care participants;
Effectively follow up child care program plans;

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Communicate satisfactorily in oral and written form;
Understand and carry out oral and written directions.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 25 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, and possessing the manual dexterity to operate business related equipment and to handle and work with various materials and objects are important aspects of this job.
- Must have a full range of motion in the upper extremities.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Six months of paid experience working in a child care program.

Education:

Equivalent to the completion of the twelfth grade, supplemented by twelve (12) units at the Community College level in Early Childhood Education (may obtain within 12 months of employment), and course work in Preventive Health.

CERTIFICATE REQUIREMENT

Possession of a valid first aid certificate issued by a recognized agency, including CPR training.