

**VISTA UNIFIED SCHOOL DISTRICT**  
**SCHOOL AGE CHILD CARE LEADER**

**Purpose Statement**

The purpose of a School Age Child Care Leader is to plan, organize, and lead the operation of a before and/or after school program for school age children; plan, organize, coordinate, and lead the planning and implementation of a variety of craft, game, enrichment, and special project activities; and plan, organize, and conduct a variety of site operation evaluation processes and prepare management related reports.

This job reports to a Coordinator or a School Age Child Care Program Manager.

**Essential Functions**

- Plans, organizes, and leads a before and/or after school program, including providing assistance with homework, educational enrichment activities, and small and large group recreation, craft, game, and special activities (e.g., subject area centers, field trips, etc.) for the purpose of providing enrichment and child care services for District families and meeting District and/or program guidelines.
- Monitors and trains program staff to evaluate the skill and fitness levels of participants for the purpose of determining the appropriateness of games, crafts and project activities.
- Supports and trains staff including developing, reviewing and approving games, crafts, and team sport activities, modeling appropriate standards of positive behavior, and behavior modification and shaping techniques, and determining resolutions to program issues and concerns for the purpose of providing ongoing support and maximizing the capabilities of program staff.
- Monitors and oversees the participant enrollment process for the purpose of ensuring completion of forms and documentation in accordance with established administrative guidelines and legal requirements.
- Monitors children and staff in and around program facilities for the purpose of preventing injuries and ensuring safety.
- Requests, stores, and maintains an accurate inventory of food, supplies, equipment, and materials for the purpose of maintaining availability of required items.
- Responds to a variety of inquiries from a variety of internal and external parties (e.g., program staff, parents, participants, public agencies, vendors, District staff, teachers, and administrators, etc.) for the purpose of providing information or direction, coordinating activities, and/or facilitating communication among parties.
- Prepares a variety of correspondence, reports, and other materials (e.g. letters, flyers, reports, rosters, newsletters, emails, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information and resources to staff, program participants, parents, and the community.
- Maintains a variety of manual and electronic files and/or records (e.g., participant information, enrollment, attendance, fees, inventory, meal counts, etc.) for the purpose of providing up-to-date reference and complying with program requirements and established guidelines.
- Administers first aid, seeks assistance for serious illness or injury situations, and dispenses medication as prescribed by medical authority for the purpose of providing appropriate care for ill and or/injured program participants.
- Assists with personnel administrative functions (e.g. interviewing, training, overseeing, providing performance feedback, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and ensuring program outcomes are achieved.

- Attends and leads meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Verifies identity and rights of adults before providing information or allowing access to program participants for the purpose of maintaining participant rights and safety and maintaining District policies.
- Creates bulletin boards and activity areas for the purpose of conveying information and maintaining an orderly and inviting facility.
- Oversees the service of prepared food and snacks and maintains a clean eating environment for participants in accordance with established guidelines for the purpose of providing food to program participants and maintaining required sanitary conditions.

### **Other Functions**

- Some positions in this classification collect payments for program participation for the purpose of completing transactions and/or securing funds.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices and procedures; administering first aid and/or prescribed medications; communicating with diverse groups; conducting financial transactions; facilitating meetings; handling hazardous materials; operating standard office equipment including using pertinent software applications and office technology; preparing and maintaining accurate records; promoting activities and/or events; and utilizing conflict resolution techniques.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; solve practical problems; analyze situations to define issues and draw conclusions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities and behaviors; basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading; child guidance principles and practices, including students with learning disabilities and behavioral challenges; conflict resolution; correct English usage, grammar, spelling, punctuation, and vocabulary; cultural differences of student population; equipment, materials, and supplies used in child care and enrichment programs; instructional procedures and practices; methods of training; modern office practices and procedures; reading and writing communication skills; record keeping techniques; recreation games, crafts, special projects, and team sport activities; and safety practices and procedures.

ABILITY is required to schedule a significant number of activities and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; adhering to safety practices; applying behavior modification techniques; building collaborative relationships; communicating effectively orally and in writing with children and adults; communicating with persons of diverse backgrounds; diffusing argumentative behavior; displaying empathy, tact, and courtesy;

documenting student behavior; establishing and maintaining effective working relationships with others; intervening positively in, and diffusing potential confrontations among staff and students; maintaining confidentiality; making arithmetic calculations quickly and accurately; modeling appropriate social skills; organizing tasks; planning, organizing, and conducting child care and enrichment activities; printing and writing legibly; reading, interpreting, and following rules, regulations, policies, and procedures; setting priorities; supervising and disciplining students according to approved policies and procedures; understanding and following oral and written directions; working as part of a team; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized procedures; leading, guiding, and/or coordinating others; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 30% walking, and 50% standing. The job is performed with minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience within a specialized field is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:** Three (3) years of experience in an organized recreation or child care program including one (1) year of experience in a lead or supervisory capacity and graduation from high school or equivalent supplemented by one of the following:

Completion of fifteen (15) Child Development (CD)/Early Childhood Education (ECE) semester units, with at least three (3) semester units in ECE administration; OR

Completion of fifteen (15) semester units in physical education, recreation, elementary education, human services, social welfare, with at least three (3) semester units in ECE administration.

**Retention:** In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

### **Required Testing**

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

### **Continuing Educ. / Training**

### **Certificates and Licenses**

Valid California Driver License and evidence of insurability.

First Aid and CPR Certification and maintain certification throughout employment in the classification.

### **Clearances**

Fingerprint and Background Clearance

Drug Test  
Tuberculosis Clearance

**FLSA Status**  
Non-Exempt

**Approval Date**  
Revised: 06/21/16

**Salary Grade**  
Classified, Range 45