

**BERKELEY COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** Assistant Daycare Director – Temporary Position

**FSLA:** Non-Exempt

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**GENERAL SUMMARY**

Under the direction of the Director of After School Programs, assists in ensuring that the district **Vision, Mission and Goals** are achieved; and assist in the facilitation and implementation of the after school program.

**ESSENTIAL FUNCTIONS:**

Assist the director in the management of the operations of the daycare program.

Assist with the coordination of program activities (games, art, music, homework, snacks, etc.) for the purpose of addressing the individual and/or groups of children.

Interact with children in various activities (snack time, group or individual play, homework, etc.) for the purpose of providing for a safe and positive learning environment.

Assist with the supervision of staff and ensure proper training.

Communicate with staff and parents as needed.

Provide supervision for students enrolled in daycare program.

Convey concerns and observations to school Principal as needed.

**JOB SPECIFICATIONS**

**Education and Experience:**

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

Valid CPR and first aid certifications preferred.

**KNOWLEDGE AND ABILITIES:**

**Knowledge:**

Basic needs and characteristics of school-age children.

Laws, regulations, policies and procedures related to assignment.

Behavior management techniques and strategies.

**Skills/Effort:**

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.

**Working Conditions:**

Classroom and outdoor environment.

Noisy at times.

Standing for extended periods of time.

Bending at the waist to assist students.

**Responsibility:**

To assist with supervision and maintain the safety of students from the end of school until parent pick up.

To assist with the development of the structure of the program based on the needs and interests of the students and their parents, assist with the management of the program staff and operations, and maintain relationships with the community.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_