

Extended Day - Activity Leader

Purpose Statement

The job of Extended Day - Activity Leader is done for the purpose/s of organizing and directing age-appropriate activities for school age students; preparing and serving snacks; providing assistance with homework; and assisting in maintaining a clean and safe learning environment for students.

Essential Functions

- Assists with serving daily snacks for the purpose of meeting children's' nutritional needs.
- Assists in the supervision of students in various outdoor activities (e.g. sandbox, swings, climbing apparatus, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Assists the site supervisor with age appropriate activities by working with individual or small groups of students (e.g. games, art, music, science, language, nutrition, playground, washing hands, etc.) for the purpose of presenting and/or reinforcing learning concepts and by caring for student's needs.
- Distributes instructional and/or play materials for the purpose of providing students with necessary items and assisting the site supervisor in the classroom.
- Maintains program equipment and work areas (e.g. toys, games, instructional tools, computers, etc.) for the purpose of ensuring availability of items and/or providing for a safe learning environment.
- Monitors student behavior for the purpose of ensuring student compliance to established regulations and maintaining a safe and positive learning environment.
- Monitors children in various activities (e.g. snack time, group or individual games, playground activities, etc.) for the purpose of providing a safe and positive learning environment.
- Organizes indoor/outdoor, quiet/active play activities appropriate to age group for the purpose of actively participating in learning activities with children.
- Prepares documents (e.g. monthly lesson plans, supply lists, behavioral/accident reports, etc.) for the purpose of managing group activities, providing quality programming, providing written documentation and/or conveying information.
- Promotes good habits for the purpose of improving the quality of students outcome and encouraging student development.
- Receives and delivers children directly from/to parents or designee for the purpose of ensuring safety of children and meeting the Department of Health and the District requirements.

Other Functions

- 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; controlling and motivating students; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: stages of child development; age appropriate activities; and positive reinforcement techniques.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is preferred.

Education: Highschool – proof of enrollment in high school

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

12 hours in-service annually

Clearances

IVP Fingerprint Clearance Card Required,
Measles/Rubella Immunity/Vaccination, TB
Clearance, Valid form I-9

FLSA Status	Approval Date	Salary Grade
Non Exempt		20