

Saddleback Valley Unified
School District

Range 85
Recreation & Community Services
and Child Care Services
Exempt Salary Schedule

STUDENT CHILD CARE LEADER

DEFINITION

Under immediate supervision of the Site Coordinator/Assistant Site Coordinator/Senior Child Care Leader, to assist with the operation of a child care program; to plan, organize, conduct and supervise related programs and activities; to supervise school-age children in both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy; and to do related duties as assigned.

EXAMPLES OF DUTIES

Assist in the planning, supervision of a specific program and participants at a child care site; protect school property and ensure the proper use of all equipment. Assist school-age children in safe learning and recreational experiences; teach and supervise games, sports and other activities; prepare and assist in the set up and preparation of activities for use with individual or small groups of children; supervise participants and ensure their safety; use positive reinforcement strategies and other techniques to assist children in the development of appropriate behavior; use good judgment regarding appropriate action to assist injured or physically ill participants. Assist with snacks and other meals as appropriate; clean serving area after meals. Maintain and assure a clean, safe, attractive, positive environment; perform light housekeeping duties; remove damaged toys or materials; put games in order; and other duties as needed. Maintain attendance records. Greet parents when picking up or dropping off children; refer questions and concerns to Site Coordinator/Assistant Site Coordinator as necessary. Participate in workshops and training sessions as assigned; attend staff meetings as assigned. Work location may be a fixed site schedule or a flexible site schedule, dependent upon needs of the program.

QUALIFICATIONS

Knowledge of

Programs offered by the Recreation and Community Services Department; Child Care Division policies and procedures; training techniques, skills and procedures; rules of various sports and games. Basic concepts of child growth and development and developmental behavior characteristics; student behavior management strategies and techniques; routine record keeping techniques.

Ability to

Successfully supervise and direct participants in planned activities including crafts, outside games, songs, homework, special events and other general activities as planned; establish and maintain cooperative working relationships with coworkers and with the public; apply discretion and judgment; demonstrate initiative and be able to express ideas in both written and verbal form; demonstrate an understanding, patient, and receptive attitude toward children; supervise, motivate and manage children; organize and direct inside and outside activities.

Experience

Experience working with children preferred.

Education

Minimum of eleventh grade level.

Physical Performance Requirements

Standing or walking most of the time. Light lifting frequently involved including, but not limited to, lifting, pushing and/or pulling objects, normally not exceeding 30 pounds. Mobility to stand, stoop and bend the body; mobility to reach and carry; and dexterity of hands to grasp and manipulate small objects; hearing and speaking to exchange information; vision to monitor children.

Certificates

Possession of a current First Aid and CPR card preferred.

Licenses

Possession of a valid California Driver's License, if required.

Board Approved: September 26, 1995

Revised: April 12, 2000

Revised: March 13, 2002

Revised: February 15, 2012