

STUDENT CARE CENTER ASSOCIATE SUPERVISOR**DEFINITION**

Under direct supervision of the Student Care Center Supervisor, to perform various tasks in the supervision and care of elementary age children in the Center, to assist the Student Care Center Supervisor in planning, and to assist in the completion of homework, recreational activities, and routine clerical work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class are part-time, involving hourly working schedules on school days only. Incumbents may not give out any personal information to any person other than a site level teacher, administrator, or authorized District staff member.

ESSENTIAL FUNCTIONS

- Assists the Student Care Center Supervisor in providing a program of planned activities and nutrition for before and after school, for elementary students of varying ages and abilities.
- Supervises individuals or small groups of selected pupils with homework assignments.
- Temporarily performs the duties of the Student Care Center Supervisor in his/her absence.
- Uses instructional materials suitable for verbal or visual instructions of pupils with wide range of mental, physical, and emotional maturities.
- Assists in the implementation of a program of customer service which meets the concerns of the Center's clients as well as provides a welcome environment for parents, students, and staff.
- Complies with proposed goals and program objectives.
- Provides appropriate climate to establish and reinforce acceptable pupil behavior and attitude.
- Cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Maintains professional competence through in-service education activities provided by the District and/or self-selected professional growth activities.
- Assists in record keeping activities.
- Assists in room preparation and cleanup activities.
- Performs related duties as required.

QUALIFICATIONSCredential(s):

Possession of a valid California Child Development Teacher Permit or other credential authorizing service in a Student Care Center which includes 12 units in Early Childhood Education/Child Development.

License:

Valid California Driver's License.

**Training, Education, and Experience:**

Experience as a Student Care Assistant or experience working in a Child Care Center, Preschool or Recreation program is desirable.

***Must obtain and maintain First Aid/CPR Certificate. Willingness to complete such training courses, in-service, or otherwise, as may be required after being hired.***

***A degree in Child Development is desirable.***

Approved: 8/21/97, Revised: 5/7/09