STUDENT CARE CENTER ASSISTANT

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, 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 in various group activities under the direction of the Student Care Center Supervisor.

Assists individuals or small groups of selected pupils with homework assignments.

Cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.

Maintains professional competence through inservice education activities provided by the district and/or self-selected professional growth activities.

Assists in providing customer service which meets the concerns of the Center’s clients as well as provides a welcome environment for parents, students and staff.

Assists in record keeping activities.

Assists in room preparation and cleanup activities.

Prepare snacks.

Performs related duties as required.

QUALIFICATIONS

Successful completion of the District Instructional Assistant Proficiency Test.

Knowledge of:

Correct English usage; computational skills; games, arts and crafts, and other activities suitable for children.

Ability to:

Relate and communicate effectively with elementary age students; organize and supervise children in games, play, or group activities; understand and follow oral and written instructions; keep records and make reports.

Experience

Experience as a leader in children's activities; school experience is desirable but not required.

Education

Completion of the equivalent of the twelfth grade. College level coursework which includes six units of Early Childhood Education/Child Development is required within one year of employment. Courses in psychology, sociology, recreation, or related fields are preferable but not required.

Board Approved: 7/1/86, revised 7/96, 8/97