

METRO CDC
DELAVAN GRIDER COMMUNITY CENTER



Job Description: School Age Child Care Assistant

Status: Part time

Wages: \$15-\$17 an hour

Monday through Friday, including school breaks

Purpose Statement: Responsible for assisting SACC Coordinator in planning activities for children, handling snacks, ensuring a safe environment for children. Assist children with homework, crafts and other activities.

Essential Functions and Responsibilities:

- Follow the leadership and direction of SACC Director and SACC Coordinator.
- Watch children and ensure their safety while in the classroom.
- Supervise children during snack time.
- Prepare for and set up snacks.
- Assist in set-up of materials, supplies and equipment for crafts and activities.
- Assist in clean-up and take down of activities.
- Supervise children while on the playground.
- Assist in supervising with homework.
- Sanitize tables, chairs and sweep the floor after snack, activities and the end of the day.
- Sanitize toys as directed by SACC Director.
- Maintain security procedures in and out of the building.
- Perform other duties as assigned.
- Represent Metro Community Development Corporation (Metro CDC) in a positive manner through courteous behavior and professional actions.
- Speak to students, parents, colleagues and community with respect and dignity.
- Supports the ideas, efforts, and accomplishments of others.
- Uses team concepts to plan, problem solve, and share space, equipment, resources, and knowledge with coworkers.
- Maintains consistent, regular attendance at work and follows Metro CDC SACC procedures for absence reporting.
- Recognizes opportunities for improvement and/or implements improved methods within the limits of authority.
- Arrives and leaves work at scheduled times; respects time limits on breaks.
- Maintains work area in accordance with the job requirements.

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- Dresses appropriately for work requirements.
- Prepares clear, concise, and factual written communications as applicable for the position.
- Adapts to changes in responsibilities and work schedule with a positive attitude.
- Participate in staff development as deemed necessary by the director.

Education and Related Work Experience:

- High School Diploma or equivalent.
- Up to one year of experience in working with children of various ages is preferred.
- Must be at least 18 years of age.
- CPR/First Aid Certification must be completed within 60 days of hire.

Paraprofessional:

The Paraprofessional is responsible to perform activities as assigned, such as monitoring recess, assisting other staff and volunteers, and helping with general student supervision.

The position of Paraprofessional is expected to do any and/or all of the following as assigned:

- Supervise students during snack time indoors and outdoors: Monitoring student behavior, student safety and fair play practices.
- Assist SACC Coordinator with duties such as prepping, copying and checking homework.
- Uphold and model appropriate and professional practices while interacting with students, staff, parents, and community members.

The Paraprofessional is expected to possess characteristics in support of his/her assigned duties such as reliability, assertiveness, diplomacy, and responsibility.

Supervisor:

Direct: SACC Program Coordinator
Administrative: SACC Program Director