

## CHILD CARE ATTENDANT

415-N

DISTINGUISHING FEATURES OF THE CLASS: The work involves overseeing children in Grades K-6 in an after school program administered by a school district. Incumbent is responsible for providing assistance and guidance to program participants during activities, maintaining a safe and healthy social and educational environment and performing non-technical tasks in support of the program. Work is performed under the supervision of the Child Care Coordinator. Incumbent is required to exercise independent judgment when necessary. Supervision of the work of others is not a responsibility of employees in this class.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Oversees activities for the after school program participants;

Prepares materials, equipment and supplies for program activities;

Organizes and assists in projects and games, participates in set-up and clean-up for activities;

May occasionally supervise student homework;

Assists in the conduct of storytelling sessions;

Maintains files, records and logs of attendance, discussions, phone calls and events;

Ensures safe and healthy environments for program activities, including acceptable standards for interpersonal interactions and social acceptable behavior;

Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Ability to work with groups of elementary age children; ability to establish and maintain structures and relationships with groups and individual children; ability to maintain safe and orderly programs and enforce standards of conduct; patience; tolerance; reliability; and good judgment.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one year of experience working with small groups of children.