SIERRA UNIFIED SCHOOL DISTRICT
Position Description

CLASSIFIED

JOB TITLE:  Eagles’ Nest Assistant

RESPONSIBLE TO:  Campus Club Director

SUMMARY
Under the direction of the Director, Child Care Center assists in the daily operation and coordination of the child care program at the Child Care Center. Supports staff in developing and creating experiences and environments to support and foster physical, intellectual, social, and emotional development.

REPRESENTATIVE DUTIES
- Work with all staff in the planning, implementation and operation of the child care program.
- Assist in the preparation and serving of food.
- Interact with children according to program policies and guidelines.
- Involve children in conversation and activities.
- Implement developmentally appropriate activities for children as directed by the teacher.
- Set out toys and monitor playroom activities.
- Assist students on specific skills as directed.
- Assist in the preparation of teaching materials as directed.
- Maintain a safe, healthy, clean and orderly environment.
- Demonstrate effective, positive discipline methods which are respectful of the child.
- Follow scope and sequence of child care program as outlined.
- Maintain daily sign in and sign out log.
- Communicate and/or meet with parents regarding complaints, concerns or difficulty with children.
- Communicate clearly and effectively with children, staff, parents and volunteers.
- Perform custodial activities such as sweeping, mopping and cleaning of bathrooms, sinks and toilets.
- Prepare accident reports.
- Receive visitors and telephone inquiries.
- Lift and carry equipment weighing up to 50 pounds.
- Perform other related duties as assigned.
- Reporting signs of illness
- Supervise Campus Club Aides
- Opening and Closing the Campus facility

MINIMUM QUALIFICATIONS

Knowledge of
- Age-appropriate play activities.
- Basic child care techniques.
Proper hygiene and health practices.
Proper safety procedures.

Ability to
- Oversee a group of children in playroom and playground activities.
- Ensure children are supervised at all times.
- Maintain a positive classroom and playground environment.
- Operate a computer and use related software.
- Send and receive emails and research information through the Internet.
- Perform duties with awareness of all health and safety regulations regarding child care.
- Maintain confidentiality.
- Understand and follow oral and written directions.
- Demonstrate empathy, friendliness, patience and responsibility.
- Establish and maintain working relationships with the public, staff, subordinates, and administrators.
- Communicate effectively with fellow employees and children.
- Work collaboratively in a team environment.
- Perform duties with patience, tact, and good judgment within established guidelines.
- Maintain consistent, punctual and regular attendance.

EMPLOYMENT STANDARDS

Education
- NCLB Qualified or Associated Degree or Higher is required.

Experience
- One year experience working with elementary students in a school or child care setting is required.

Licenses/Certificates
- CPR is required

Job Description                                           Sierra Unified School District
Adopted:  June 16, 2011                                Tollhouse, CA