

**TITLE** **ESP (Extended School Program) - Care Giver (Part-time)**

**QUALIFICATIONS**

1. Not less than a high school diploma or general equivalency diploma (copy of diploma or transcript must be submitted upon employment); and
2. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed; and
3. Meets health and physical requirements.

**JOB GOAL**

To provide quality childcare to school-age children

**TRAINING REQUIRED**

1. Care Givers must possess a current certification of CPR and First Aid Training.
2. Newly hired Care Givers shall complete two (2) clock hours of pre-service training and one hour of child abuse training; and
3. During the first year of employment, the Care Giver must complete at least eighteen (18) clock hours of in-service (i.e. workshops, training, or one-to-one consulting sessions, or shall earn one credit in one academic course in child development, early childhood education, health & safety, inclusion of children with disabilities, or other related field); and
4. Beginning the second year of employment, the Care Giver must complete twelve (12) in-service hours annually.

**ESSENTIAL FUNCTIONS**

1. Work with individual students or small groups of students, as directed, to conduct before and/or after school activities;
2. Operate and care for equipment used in the program for instructional purposes and care of children;
3. Distribute and collect communication materials from parents;
4. Supervise students during emergency drills, assemblies, play periods, and field trips;
5. Develop structured activities;
6. Assume responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job;
7. Check and record attendance;
8. Arrange bulletin boards;
9. Type and copy materials to conduct activities;
10. Supervise the children during snack time, in the lunchroom, playground, and other designated activities;
11. Assist the On-Site Director in assimilating material for class displays; and
12. Perform other duties as assigned.

## **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed fifty (50) pounds, or the average weight of a child, if assigned to elementary grades, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping, kneeling and/or crawling
4. Reaching
5. Talking
6. Hearing
7. Seeing

## **VOCATIONAL PREPARATION**

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Adaptability to reflect on the knowledge and understanding of the special needs, growth, and development of young children and understanding of appropriate activities.

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Form Perception: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
4. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.
5. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

## **WORK CONDITIONS**

Works on an '*As-Needed*' basis only, based on each individual program's enrollment and attendance.

**Normal Working Environment** – usually works afternoons (from 3:00 p.m. until 6:00 p.m.) on the student school days. May be asked to work full days when school is not in session (i.e. in-service days, fall and/or spring break, summer break, snow days, holidays).

The position of ESP (Extended School Program) - **Care Giver** (Part-time) is **NOT EXEMPT** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to earning (and being appropriately paid) for all work over forty (40) hours in the defined work week.

**Must be Paid Time and a Half** for all work over forty (40) hours in the defined work week (defined as beginning Sunday 12:01 a.m. and continuing through the following Saturday at 12:00 p.m.).

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.