



Annandale Public School District 876

JOB DESCRIPTION

Position Title:

Cardinal Kids Club Assistant

Department:

Community Education

Unit:**Immediate Supervisor:**

Cardinal Kids Club Coordinator

Grade Placement:**FLSA Status:**

Job Summary: Under the general direction of the Cardinal Kids Club Coordinator and Cardinal Kids Club Lead Assistant, the Cardinal Kids Club Assistant Teacher assists the Lead Assistant in supervising daily activities; interacting with children; assisting in preparing the classrooms for daily activities; enforcing program behavioral rules and safety guidelines; and providing support to the Lead Assistant in working closely with students on site projects and assisting in the programming of site activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Participates and assists in the supervision of daily activities and/or events of the program.
 - Monitors behaviors and activities to ensure the safety of children or youth.
 - Monitors the behavior of children or youth to ensure compliance with behavioral guidelines, rules and standards of the program.
 - Diffuses escalating situations between children or youth and takes appropriate actions within program rules and procedures.
 - Eliminates potential environmental hazards to safeguard children.
 - Interacts with, plays with and talks with children or youth on a continual basis.
 - Participates with children or youth in group games.
 - Enforces all health and safety rules of the program including sanitary rules; playground rules; rules concerning the use of supplies and equipment.
 - Adjusts program activities and assists children with special needs, disabilities, maturation, and skills differences.
 - Communicates with families on a regular basis upon their arrival and departure of the program.
2. Assists in the preparation and maintenance of program materials.
3. Provides support and assists the site leader in various support and programming activities and projects
 - Provides support to children or youth in developing the projects and activities at the site.
 - Provides support in programming activities, field trips, activities or other projects within the program.
4. Performs other comparable duties of a like or similar nature as assigned
 - Attends training sessions.
 - Makes recommendations to the Coordinator concerning changes in the program.
 - Keeps abreast of best practices within early childhood care.
5. Performs other related duties as assigned by the Cardinal Kids Club Coordinator

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- High school diploma or General Education Development (GED) equivalency
- Previous experience working with children

License/Certification Requirements:

- Certification in first aid and CPR will be required after hire.

Knowledge required to perform the essential functions of the job:

- Knowledge of program operational policies and level procedures.
- General fundamentals of child development stages and concepts.
- Knowledge of safety procedures and general sanitation issues.
- First aid, emergency, and CPR procedures.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Supervising groups of children in accordance with behavioral guidelines and rules to assure an appropriate environment and the safety of participants and staff.
- Applying safety and behavioral rules and guidelines appropriately.
- Establishing a rapport, relating to, and serving as an appropriate role model for children.
- Following program activities, rules, themes, and program guidelines.
- Informing and advising site personnel of problems or issues concerning safety or behavioral incidents that require the attention of site personnel.

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Light Work. Exerting up to 50 pounds of force occasionally to move objects and up to 10 pounds frequently to lift, carry, push, pull or otherwise move objects.