

CORONA NORCO UNIFIED SCHOOL DISTRICT

CLASS TITLE: AFTER SCHOOL SITE ASSISTANT

BASIC FUNCTION:

Under supervision, assist in organizing and supervising the activities of school aged children enrolled in an extended day childcare program; perform related work as required.

ESSENTIAL FUNCTIONS:

- Supervise the activities of children.
- Perform a variety of tasks related to the operation of the program, including preparation of materials, clean-up activities, distributing snack and supplies.
- Assist students with homework assignments.
- Assist with organizing and supervising children on field trips.
- Assist with selection and presentation of audio/visual materials.
- Assist with attendance reporting.
- Assist in designing and implementing activities appropriate for school aged students, based on site and program needs.
- Perform related duties as assigned as it relates to this job description.
- Participate in professional learning opportunities related to, but not limited to, child development, tutoring, behavior supports, and classroom management.

OTHER DUTIES:

- Perform Other Related Duties as Assigned

KNOWLEDGE/ ABILITIES:

- Theory and practice of early childhood education.
- Operation of an extended day care program.
- Children's games, basic reading skills, basic computer terminology and skills and crafts activities.
- Routine record-keeping and office procedures.

ABILITY TO:

- Supervise the activities of children enrolled in an extended day childcare program.
- Establish and maintain cooperative working relationships with staff, children, and parents.
- Establish and maintain a safe and healthful environment. Maintain basic files and records.
- Follow oral and written directions.
- Exercise good judgment in dealing with sensitive interpersonal matters. Perform simple and repetitive tasks.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school; training in early childhood education is desirable; and experience and/or training in pre-school or early childcare programs.

Must meet one of the following requirements:

- (a) Completion of two years of college, (or)
- (b) Possession of an associate degree or higher, (or)
- (c) Knowledge of, and ability to assist in reading instruction, writing, and mathematics demonstrated through a local or state assessment, that is appropriate to the assigned responsibilities.

LICENSES AND OTHER REQUIREMENTS:

- TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS/HAZARD:

- Dexterity of hands and fingers to operate standard office equipment.
- Sit or stand for extended periods of time.
- Bend at the waist, kneel or crouch to assist students.
- Hear and speak to exchange information.
- See to read a variety of materials and monitor student activities.
- Lift, carry, push and pull up to 301bs.

June 2023