

DC: After School Day Care Worker

<u>Reports to:</u>	Principal
<u>Supervises:</u>	None
<u>Term of Employment:</u>	10 months
<u>Salary:</u>	Day Care Assistant I/ASCD I - 54
<u>FLSA Exempt/Non-Exempt:</u>	Non-exempt

- Qualifications:**
- **High School Diploma or equivalent**
 - **Must meet state requirements in CPR, AED, Playground, First Aid and Childhood Connects**

Essential Job Functions:

- Assists with the preparation of materials and equipment for After School instructional activities
- Supervises activities of small groups of children
- Follows appropriate training while leading small group activities as planned by the After School Day Care Coordinator
- Assists with any technology equipment needs
- Maintains a clean and orderly environment for the students
- Assists in maintaining the materials and equipment
- Assists in the enforcement of classroom rules in a positive manner
- Follows attendance guidelines, maintains punctuality, and follows Moore County School's dress code
- Ensures adherence to good safety standards
- Demonstrates initiative in the performance of assigned duties
- Attends all required training opportunities to maintain credentials
- Responds to inquiries and concerns in a timely manner
- Demonstrates support for the school system's vision and mission
- Performs other related duties as assigned by the supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment