

**OAK PARK UNIFIED SCHOOL DISTRICT  
EXTENDED CARE ASSISTANT SITE LEADER**

**DEFINITION**

This is an 8 hour day, 11 Month Position

Salary: Range 12 Classified salary schedule CC & CH & CB2

Under general supervision of the Director Extended Care Program and the Site Leader, the Assistant Site Leader helps in the management of all functions related to the operation of the before and after school program.

**ESSENTIAL DUTIES**

- Assists in supervising, organizing, scheduling activities for students
- Monitors and attends to the individual and developmental needs of students
- Assumes responsibility for the safety of children while establishing and maintaining a safe and healthy environment
- Attend occasional events outside of normal work hours
- Models use of a variety of techniques and strategies that enhance and develop the social, emotional, physical, and cognitive development of children while treating them with dignity and respect; utilizing a patient, sensible and respectful tone and demeanor
- Models management strategies that provide a warm, caring, and stimulating environment for children that will help children learn to think creatively, solve problems independently, and to respect themselves and others
- Communicates concerns and issues regarding individual students with parents and Program Director
- Assists the Site Leader as needed to regularly communicate with parents via phone and eMail and sends newsletters
- Communicates regularly with school site staff
- Models and mentors staff with appropriate student interaction for control and discipline strategies
- Supervises and maintains use of program equipment
- Establishes, promotes, maintains and encourages good working relationships and ongoing communication with school administration, staff, assistants, children, parents and community
- Assists with planning, staffing, and scheduling
- Models good stewardship for school facilities, playground equipment, and program supplies

- Prevents and handles emergencies, accidents, and injuries, appropriately when they occur as well as, administering authorized medication and completing necessary paperwork
- Performs CPR and First Aid as necessary
- Safely and properly administers medication to students
- Performs related duties as assigned by district personnel
- Maintains confidentiality at all times

## **EMPLOYMENT STANDARDS**

### **KNOWLEDGE OF:**

- Essential attributes of a well-rounded extended care program
- Instructional, social, emotional and behavioral needs of children
- Program procedures and policies
- Management techniques
- Correct use of the English language both verbally and in writing
- Knowledge of current technology necessary to complete the tasks of the assignment

### **ABILITY TO:**

- Establish and maintain a nurturing, safe, engaging, and caring environment for children
- Effectively communicate with parents and staff
- Effectively organize and coordinate various activities
- Demonstrate good judgment in situations responding to parent, staff, and community concerns and in dealing with disciplinary situations
- Establish and maintain cooperative working relationships
- Provide leadership
- Physically and mentally react appropriately and immediately to unexpected circumstances
- Perform non-violent crisis intervention procedures, when appropriate (with training)
- Work both morning and afternoon hours each day (equivalent of full-time; 40 hours) Monday through Friday
- Work full time late-July through mid-June (211 days) including school breaks
- Ability to fill in during early morning program if needed.
- Program Hours of Operation: 6:45 AM – 6:30 PM
- Sample daily work schedule: 10:00 AM - 6:30 PM (possible morning hours as well)

### **TRAINING/EDUCATION/EXPERIENCE**

- AA Degree or Higher.
- Valid First-Aid and CPR (cardiopulmonary resuscitation) Certificates shall be obtained for permanency in this classification (within 6 months of employment) and must be renewed as necessary during employment.

### **DESIRABLE (NOT REQUIRED) TRAINING/EDUCATION/EXPERIENCE**

- AA or Higher in Early Childhood Education / Child Development
- Recent experience in a structured child care / extended care / early childhood program

### **WORKING CONDITIONS**

Work is performed in a school environment at various locations throughout the district with demanding timelines and subject to frequent interruptions.