



POSITION TITLE	Before and After School Childcare Assistant				
WORKING TITLE	Childcare Assistant				
SCHOOL/DEPARTMENT	A selected elementary or middle school participating in a before and after school program operated by Wake County Public School System personnel.				
LOCATION	A Selected School Site				
PAY GRADE	With teacher certification: \$22.50/hour; Without Certification: Hourly Rate for Primary Employment	FLSA STATUS	Corresponds with primary employment		
REPORTS TO	Principal and Childcare Coordinator				
SUPERVISES	N/A				
WORK WEEK SCHEDULE	M-F	WORK HOURS	Site specific before school and after school hours	NUMBER OF MONTHS PER YEAR	9

POSITION PURPOSE	
Implement the recreational and educational program activities established by the coordinator and/or principal. The assistant may complete a wide variety of instructional, clerical and technical tasks to assist the coordinator.	

MINIMUM QUALIFICATION STANDARDS	
KNOWLEDGE, SKILLS, AND ABILITIES	<ul style="list-style-type: none"> •Ability to follow detailed written and oral instructions •Knowledge of the needs of elementary or middle school aged children and related programmatic activities •Proficient in maintaining and updating student files •Proficient in basic personal computer applications including (but not limited to) e-mail, Blackboard, and the Internet
EDUCATION, TRAINING, AND EXPERIENCE	<ul style="list-style-type: none"> •High School diploma or GED •One year of experience working with school aged elementary or middle school aged students •Effective Jan 1, 2012, all newly hired or rehired elementary assistants must hold an associate's degree (in any discipline), or have completed at least 48 hours of college coursework or have passed a state assessment and qualification to meet highly qualified requirements under federal No Child Left behind regulations.
CERTIFICATION AND LICENSE REQUIREMENTS	<ul style="list-style-type: none"> •Blood Borne Pathogens •Diabetes, Awareness, Training and Action (DATA)
SPECIAL REQUIREMENTS	None

PREFERRED QUALIFICATIONS
<ul style="list-style-type: none"> •Skilled in developing creative activities for K-5 students •CPR certification •Basic School Age Care (BSAC) Certification

ESSENTIAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> •Ensure a safe and secure environment to promote the safety and well-being of students in the before and after school program. •Model and encourage appropriate behavior and attitude for before and after school students. •Provide individual and group supervision as directed by the coordinator and/or principal •Implement clearly defined disciplinary procedures that have been communicated to parents, students, staff and community. •Plan and direct recreational and educational activities for small groups.

- Participate in school level development training as described in the Before and After School Resources Guide.
- Assist in the preparation and maintenance of program equipment and materials.
- Maintain and update program records as required.
- Perform other duties as assigned by the childcare coordinator and/or principal.

WORKING CONDITIONS	
PHYSICAL DEMANDS	No unusual physical demands are required with this position.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with WCPSS staff, students and the public.

ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations. The performance evaluation instrument for this position is attached.	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
 <i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, at any time.*

ESTABLISHED DATE	5/1/2012
REVISED DATE(S)	