



## **Rockford Area Schools**

### **Job Description**

# **School Age Care Assistant**

### **General Definition of Work**

Performs human support work providing a safe and nurturing environment for students, and related work as apparent or assigned. Work is performed under the moderate supervision of the Superintendent.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Essential Functions**

Supervises and monitors the safety of children using appropriate health and safety procedures.

Creates a nurturing environment through positive role modeling for children.

Maintains and organizes equipment and environment; monitors staff to student ratios; monitors and maintains program attendance; completes annual staff development and in-service requirements.

Monitors behaviors of children subject to guidelines.

Assists with program planning, designing and implementation of all group activities; facilitates enriching activities in social skill development, reading, science, computers, math, language arts, music, physical education, health, social studies, dramatic arts and community service.

Plan and prepare healthy snacks.

### **Knowledge, Skills and Abilities**

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; thorough knowledge of health, safety and fire codes; thorough knowledge of Parent Handbook; general knowledge of individual behavior and incident reports; general knowledge of presentation equipment; ability to manage time, and provides quality customer service; thorough knowledge of standard office equipment, computer hardware and related software; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

### **Education and Experience**

High school diploma or GED and moderate experience with child and/or social development, customer service, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires standing, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires walking, tasting or smelling and pushing or pulling and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Bodily Fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).



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### **Special Requirements**

First Aid and CPR Training  
Crisis Prevention Intervention Training.  
Medication Administration Training  
Blood Borne Pathogens Training  
Concussion Training