



MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

Title: Childcare Special Projects (Terminal Class)

Reports to: Childcare Director

Work Year: Part-time position

Salary Range: Y-Rated per MOU between the MSD and CSEA

Definition: A position under direct supervision of the Childcare Director to perform a variety of activities, including special projects. Assist Supervisor and/or Leader in providing a safe, pleasant, professional, recreational and educational atmosphere.

Representative duties:

- Assist with indoor/outdoor activities such as playground, homework, art activities, food preparation and clean-up
- Perform generalized activities such as maintaining and organizing childcare materials and preparing student work areas
- Assist students in toileting and other specialized services
- Assist in managing recreational and educational activities
- Supervise students
- Meet and escort students to and from the Childcare Club
- Maintain order of students
- Maintain well-being and safety of students in school buildings, lunch rooms, school grounds and parking lot.
- Attend all scheduled staff meetings and training sessions
- Other related duties as assigned
- Assist with medical and safety emergencies in an effective and calm manner

Ability to:

- Work effectively with children
- Read, write and speak English fluently
- Learn to utilize basic methods and procedures followed in a recreational setting
- Understand and carry out oral and written instructions
- Maintain calm and patience in stressful situations
- Maintain the confidentiality and security of sensitive information
- Work under specific direction
- Establish and maintain cooperative and effective work relationships
- Organize and implement planned activities with supervision



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- Operate basic office equipment
- Establish and maintain cooperative relationships using tact, patience and courtesy with students and adults
- Work at a variety of tasks with interruptions
- Meet schedules and time lines

Knowledge of:

- Rules and regulations related to assigned school.
- Principles and practices of monitoring student behavior.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.

Experience: Childcare experience directing and supervising elementary school age children in group and individualized situations.

Education:

Any combination of training and experience that would likely provide the required knowledge and abilities, such as one year experience of working individually or in small groups in an organized setting; high school graduate or attending a program leading to a high school diploma. Accredited childhood development courses preferable.

Physical Requirements: Performs work which is primarily in a classroom or playground setting, may occasionally accompany students and teachers on field trips off school site; requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboards, telephone, common office machines); requires vision (which may be corrected) to read small print; requires the mobility to stand, walk, run, stoop, reach and bend; requires lifting, pushing and or pulling books, supplies, equipment (mobility equipment) students and packages, approximately 50 pounds. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear.