
Job Description – Extended Care Provider

Primary Function: Under the direction of the Extended Care Site Supervisor, provides adult supervision of children attending the LTISD Extended Care program. Provides supervision of children to ensure students are safe, nurtured and encouraged in a wholesome after school environment.

Responsibilities/Duties:

- Upholds and enforces school rules, district policy and guidelines established for LTISD and the Extended Care Program
- Ensures that students are involved in organized activities, and are highly supervised at all times
- Manages student behaviors that need redirection, and facilitates replacement behaviors in a positive manner
- Directs student activities as assigned by the extended care site supervisor
- Cooperates with other members of the extended care staff in planning and implementing guidelines, activities and objectives in accordance with daily needs of the program and students
- Takes all necessary and reasonable precautions to protect children, equipment, materials and facilities
- Exhibits a demeanor that serves as a positive role model for children in regards to actions, manners, speech and dress
- Uses effective communication skills to present information accurately and clearly
- Establishes open lines of communication with children, parents and staff
- Participates in job specific training and staff development activities to improve job related skills
- Attends and participates in meetings, as required for this position
- Aides the extended care site supervisor with clerical tasks as needed

Other

- Demonstrates behavior that is professional, ethical and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Basic first aide procedures
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Operation of a computer and assigned software

Ability to:

- Work well with children

- Maintain pleasant, attentive attitude when dealing with school age children, parents and school staff
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: High School Diploma or equivalent preferred. One year experience supervising children, preferred.

Working Conditions:

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

Physical Demands/Environmental Factors: Frequent walking, standing, bending/stooping, reaching, pushing/pulling, and twisting; repetitive hand motions including frequent keyboarding and use of mouse and technology hardware

Physical Conditions – Involves supervision of outdoor play areas in various climates and temperatures

Lifting/carrying – Lifting 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching

Calendar and Salary Range: 174 work days. 2:30 PM – 5:30 PM. See current salary on the Provisional Compensation Plan.

Revised: 7/30/18

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date