

Job Title: ESP (Extended School Program) - Caregiver (Part-time)

FLSA Exemption Status: Non-Exempt

Term:

1. Works on an 'As-Needed' basis only, based on each individual program's enrollment and attendance.
2. Normal Working Environment – usually works afternoons (from 3:00 p.m. until 6:00 p.m.) on the student school days. May be asked to work full days when school is not in session (i.e. in-service days, fall and/or spring break, summer break, snow days, holidays).

Minimum Qualifications:

1. Not less than a high school diploma or general equivalency diploma (copy of diploma or transcript must be submitted upon employment); and
2. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed; and
3. Meets health and physical requirements.

Job Objectives/Goals:

To provide quality childcare to school-age children

Responsibilities and Essential Functions:

1. Work with individual students or small groups of students, as directed, to conduct before and/or after school activities;
2. Operate and care for equipment used in the program for instructional purposes and care of children;
3. Distribute and collect communication materials from parents;
4. Supervise students during emergency drills, assemblies, play periods, and field trips;
5. Develop structured activities;
6. Assume responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job;
7. Check and record attendance;
8. Arrange bulletin boards;
9. Type and copy materials to conduct activities;
10. Supervise the children during snack time, in the lunchroom, playground, and other designated activities;
11. Assist the On-Site Director in assimilating material for class displays;
12. Attend work on a regular and predictable basis; and
13. Perform other duties as assigned.

Skills and Abilities Required:

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Form Perception:** To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
4. **Manual Dexterity:** Ability to move hands easily and manipulate small objects with the fingers.

5. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

Physical Demands:

This job may require lifting of objects that exceed fifty (50) pounds, or the average weight of a child, if assigned to elementary grades, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping, kneeling and/or crawling
4. Reaching
5. Talking
6. Hearing
7. Seeing

Reports To: ESP Program Supervisor

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

