



Mobile County PUBLIC SCHOOLS

Job Description Title – EXTENDED DAY WORKERS (PART-TIME)

SUPERVISED BY/REPORTS TO: Principal or his/her designee

FLSA Designation: Non-exempt

QUALIFICATIONS:

- Must be a high school graduate from a regionally accredited school or have GED equivalent. Transcript must be provided before beginning work.
- Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Good general health, clean in attire and appearance.
- Ability to understand and follow oral and written instructions.
- Regular and punctual attendance.

LANGUAGE SKILLS:

Ability to read and interpret documents including lesson plans, safety rules, attendance instructions, and school and district procedure manuals. Ability to write routine reports and correspondence.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

SUPERVISORY REQUIREMENTS:

The employee has responsibility for each child and is accountable for his/her care by giving direct and full attention to the children.

OTHER REQUIRED SKILLS and ABILITIES:

- Ability to work in a friendly manner with co-workers and supervisors.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Supervises extended day program children.
2. Assists with academics for the children.

3. Maintains and prepares forms and records as instructed.
4. Prepares and serves snacks. Supervises snack time.
5. Stores snacks, materials, and equipment properly.
6. Plans, organizes, and supervises recreational activities.
7. Cleans work areas, utensils, and equipment.
8. Follows system policies and standards on sanitation, personal grooming, dress, and safety.
9. Respects confidentiality of all students records and meetings. Maintains appropriate confidentiality regarding school/workplace matters.
10. Attends all required training meetings and workshops.
11. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
12. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
13. Works well with all supervisors and other members of the team.
14. Required to attend Universal Precautions Training within the first three months of employment. MUST follow all safety procedures established to reduce the spread of infectious diseases through blood and bodily fluids.
15. Performs other duties assigned by Lead Teacher, another supervisor or administrator.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job:

- The employee is frequently required to sit, walk, or stand for possible periods of time.
- The employee must have physical strength, agility, dexterity, acuity, reflexes, grasping, pushing, pulling, lifting, and mobility to perform job responsibilities.
- The employee must occasionally lift and/or move up to 15 pounds and push or pull up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- ✓ The employee must be able to meet deadlines with time constraints and interact with parents, and other site workers.
- ✓ The employee may be exposed to noise levels that are loud enough in a classroom, a gymnasium, playground, or a cafeteria that the employee must raise his/her voice to be heard.
- ✓ Indoor and outdoor environment: May be exposed to adverse weather conditions such as seasonal cold and heat.
- ✓ May be exposed to blood-borne pathogens.

MEDIA PRECAUTIONS:

May **NOT** take pictures of the children.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Building Principal or his/her designee.

TERMS OF EMPLOYMENT

Generally, 9-months (176 days – Days children are in school). **Weekly hours are not to exceed 19.5 hours a week.** Daily work schedule will be determined by the Principal or his/her designee. Work schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

Wages are the Federal Minimum Wage (FMW) plus an additional amount per hour for the person's experience with the Extended Day Program. **Total hours must not exceed 19.5 hours per week.**

See current Salary Schedule on Human Resources Webpage.

Look for:

**GUIDELINES FOR BEFORE AND AFTER SCHOOL DAY CARE WORKERS
and
Day Care Hourly Pay Scale for extended day workers and MCPSS Classified employees.**

Current classified employees are paid their regular hourly wage and are not to exceed forty (40) hours per week.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.