



**CLASSIFIED  
Job Class Description**

Equal Employment  
Opportunity

**CDC SCHOOL AGE PROGRAMS INSTRUCTOR**

|                         |                                       |  |  |
|-------------------------|---------------------------------------|--|--|
| <b>DEPARTMENT/SITE:</b> | <b>CHILD DEVELOPMENT CENTER</b>       | <b>SALARY SCHEDULE:</b>                              | Classified Salary Schedule<br>(Group 1/Group 15) |
|                         |                                       | <b>LEVEL:</b>  | Range 26   |
|                         |                                       | <b>WORK YEAR:</b>                                    | 10 OR 12 Months                                  |
| <b>REPORTS TO:</b>      | <b>SCHOOL AGE PROGRAMS SUPERVISOR</b> | <b><u>DATE CURRENT JOB DESCRIPTION APPROVED:</u></b> | Board of Education effective: .....10/10/2024    |

**JOB GOAL/PURPOSE:**

Under the supervision and direction of the School Age Programs Supervisor, maintains a positive, developmentally appropriate learning environment for school age children Kindergarten to 6<sup>th</sup> grade and regional Jumpstart program. The incumbents in this classification provide students with creative, hands on, interactive, and engaging recreational and educational experiences before and after school, school breaks, and summer; and provide the school community with Child Development Center (CDC) services which directly support student learning.

**DISTINGUISHING CHARACTERISTICS:**

The CDC School Age Programs Instructor carries out the supervision of children kindergarten to 6<sup>th</sup> grade and Jumpstart regional program, and implements meaningful before and after school, school break and summer activities.

The CDC School Age Programs Leader serves as a lead in the implementation of before and after school, school break and summer programs for children kindergarten to 6<sup>th</sup> grade and regional Jumpstart program, including responsibility for the day-to-day operations of the childcare program and supervision of the enrichment program, academic clubs and the band program.

The CDC School Age Programs Supervisor supervises and coordinates CDC Programs including before and after school, school break and summer programs, the enrichment programs, academic clubs, and band for children Kindergarten to 6<sup>th</sup> grade and regional Jumpstart program, at multiple sites and supervising a large staff.

**ESSENTIAL FUNCTIONS, TASKS AND DUTIES:**

- Lead and implement fun learning activities that match student's interest, are theme-based, and are lesson plan driven to a class of students.
- Plan and organize before and after-school activities that align with the district's goals and objectives.
- Escort kindergarteners and Jumpstart students (if applicable) to and from school and monitor and follow sign-in/out procedures; take daily attendance.

- Instruct individuals, and small and large groups of children.
- Prepare and maintain student work areas and materials, set up classroom tables with activities, and decorate room with attractive bulletin boards and student artwork.
- Clean up after each activity and maintain a neat and orderly room environment.
- Supervise children at play on the playground, in the classroom, and other recreational and educational settings.
- Provide direct instruction to students and supervise students while they participate in activities.
- Assist students with homework.
- Monitor student behavior according to established procedures.
- Use a variety of approved instructional materials, resources, and experiences to enrich student learning.
- Assist students with the use of computers, tablets, audio-visual equipment and instructional materials.
- Prepare and serve snacks to students.
- Ensure facilities, equipment, and supplies are properly transported, secured and/or stored.
- Communicate all student accidents and incidents to the CDC School Age Programs Leader and complete required reports.
- Assist with special events and programs as needed.
- Follow District and CDC safety policies and procedures.
- Administer physician prescribed medication when necessary.
- Participate in staff development trainings and attend required staff meetings.
- Perform other functions, duties, and tasks related to this class as assigned.

### **JOB QUALIFICATIONS/REQUIREMENTS:**

*(At time of application.)*

#### **Knowledge of:**

- Social, emotional, and physical development of children kindergarten to 6<sup>th</sup> grade and regional Jumpstart program
- Health and safety practices
- Child development including the needs of school age children; knowledge of approved and effective techniques of child supervision
- Age appropriate curriculum

#### **Skills:**

- Correct English usage, including grammar, spelling, punctuation and vocabulary
- Strong interpersonal skills, including use of tact, empathy, patience and courtesy
- Awareness of approved behavior modification techniques, bullying, social and emotional issues
- Basic computer skills

#### **Ability to:**

- Relate well and work effectively with students, parents, other staff, and administrators
- Show mature judgment
- Provide an educational and recreational program for students; maintain classroom control; preserve suitable learning conditions
- Be sensitive to the needs of children and parents of different ethnic, cultural, education, and economic backgrounds; treat each child with dignity and respect
- Effectively plan, lead, and supervise groups of students in a variety of activities
- Strong communication skills, both oral and written
- Use audiovisual equipment computers, tablets, copiers, printers, laminators, label maker, cleaning

- supplies and appliances
- Recognize and effectively respond to the various physical, intellectual, and emotional needs of school age children
- Work with both general education and special education children in an inclusive school age childcare environment
- Use behavior management techniques and positive discipline
- Serve as an effective role model and maintain confidentiality at all times
- Maintain composure under emergency situations and administer first aid for minor injuries and/or accidents
- Recognize child abuse and neglect and report all findings based on mandated reported requirements

### **EDUCATION REQUIRED:**

High school diploma or equivalent. Completion of twelve (12) semester units or the equivalent in Child Development, Physical Education/Recreational Planning, Elementary Education, or related field strongly preferred.

### **EXPERIENCE REQUIRED:**

One (1) year working with children in a group recreational, childcare or educational setting.

### **LICENSE(S) REQUIRED:**

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- Must possess and maintain current First Aid and CPR certification
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative pre-employment drug screen test at District's expense
  - Pre-employment physical exam at District's expense
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

### **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Classroom, playground, or other school environment
- Lift and/or carry items and/or children 40 lbs.
- Hearing and speaking to exchange information
- Seeing to monitor students and supervise
- Bending at waist, kneeling or crouching to assist students and to retrieve and store materials
- Sitting, walking and standing for extended periods of time
- Dexterity of fingers for assisting children
- Exposure to climatic elements and intermittent noise
- Potential for contact with bloodborne pathogens and communicable diseases
- Frequent interruptions