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**BOARD APPROVED**

DATE: ~~4/21/2021~~  
4/12/2021

## **Assistant Director of Kids Club**

### **General Purpose:**

The Assistant Director (AD) of Kids Club is an employee under the supervision of the Director who assists in the oversight of the daily operations of the District's before and after school childcare program. In the absence of the Director, the AD is the person in charge of the daily operations.

### **Essential Functions and Responsibilities:**

- Takes over for the Director in order to free him/her up for other essential functions and responsibilities;
- Coordinates the arrival of students to ensure that all homework supplies are ready;
- Directs employees in their assignment of homework;
- Ensures that employees are ready to go outside with the students when homework is finished;
- Coordinates with other staff members to ensure that a healthy snack is provided;
- Organizes the daily free play outside;
- Organizes games for inside rainy day activities;
- Helps shop for supplies, as needed;
- Performs other duties as assigned by the Director or designee.

### **Minimum Qualifications: Employment Eligibility:**

Successful candidates must prove employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

### **Education:**

- High School Diploma
- Two years of college level coursework or an AA degree preferred

### **Experience:**

- Successful experience working in a childcare setting

- Experience as a manager or supervisor is desired

**Knowledge, Skills and Abilities:**

- Ability to tactfully and effectively greet and assist clients, both student and parents;
- Ability to understand and carryout written and oral directions;
- Ability to lift 25lbs. maximum or carry object weighing up to 15 lbs.

**Certificates and Licenses:**

Possession of the following valid documents:

- Current CPR certification
- California State Driver's license

**Clearances:**

- Valid tuberculosis clearance
- Department of Justice fingerprint clearance

**Work Environment:**

Work is performed in an office, in district-owned vehicles, school environment, and may involve contact with staff and representatives of other agencies.

**Physical Requirements:**

Heavy Physical Effort:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling.
- Must have the manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time.
- Facility to lift up to 25 lbs. without assistance.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings.
- Ability to drive an automobile.

**Note:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FSLA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** Placement on the FUSD Assistant Director Kids Club Salary Schedule Matrix

**Evaluation:**

The formal evaluation will be performed by the Director at least once a year.

- The probationary period is as per contract.

**Reviewed and Approved:**

Approved on: 4/12/2021

Superintendent: [Signature]

Board President: [Signature]

Date 4-13-2021

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