

FORESTHILL UNION SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: Instructional Assistant of Kids' Club

General Purpose:

Under general supervision, the Instructional Assistant of Kids' Club helps to assist the implementation of the District before and after-school child care program. Instructional Assistants will assist in the supervision of students, in or out of the classroom, as assigned, and work with students on a one-to-one, small group, or large group basis.

Essential Functions and Responsibilities:

- Demonstrates an aptitude for working with and a liking for children;
- Has the ability to assist K-8 students with homework;
- Has the ability to work harmoniously with students, parents and staff;
- Demonstrates a high moral character is a positive role model for children;
- Has the ability to supervise and/or assist small or large groups of children;
- Has the ability to work independently or as part of a team;
- Performs other duties as assigned by the Director or Assistant Director.

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 child care setting

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.

Required Testing:

- None

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 Kids' Club Salary Schedule Matrix

Evaluation:

- The formal evaluation will be performed by the site principal at least once a year.
- The probationary period is as per contract.