



DISCOVERY CLUB Child Care Worker

SPPS Community Education

Job Description
April, 2021

General Description of Work

Discovery Club is a Saint Paul Public Schools program providing out-of-school time child-care in a safe, fun, caring environment that supports children's learning and development. Child Care Workers are responsible for building relationships with, actively engaging with, and the general supervision and management of groups of up to 15 students.

Reporting Relationships

Works under the general supervision of the Discovery Club Supervisor, Program Manager, and Site Supervisors; work direction provided by Group Leaders (EA 1s).

Minimum Qualifications

- 12 college credits in Psychology, Child Development, Education or a related field; or 120 hours of post secondary training related to children or families and some experience working with children.
or
6 college credits in Psychology, Child Development, Education or a related field; or 60 hours of post secondary training related to children or families and 1040 hours experience working with children.
or
3 college credits in Psychology, Child Development, Education or a related field; or 30 hours of post secondary training related to children or families and 2080 hours experience working with children.

Preferred Qualifications

- One year's experience working with school-aged children preferred

Duties

The essential job functions include, but are not limited to, the fundamental duties listed below.

- Independently implement appropriate enrichment and recreational activities planned by Site Supervisors and Group Leaders for a group of up to 15 children and/or jointly responsible for leading larger groups in cooperation with other staff.
- Provide appropriate behavior guidance and disciplinary action as needed.
- Develop supportive relationships with Discovery Club participants and families.
- Build community and establish a welcoming, engaging, respectful, cooperative environment.
- Teach and model social skills, personal responsibility, problem solving, respect, and related skills.
- Carry out appropriate health and safety procedures.
- Must participate with children in active indoor and outdoor recreational activities including swimming and walking.
- Implement and actively support the policies, procedures, and goals of the District and Discovery Club.
- Maintain a clean, attractive environment in Discovery Club programming areas.
- Practice effective teamwork; work cooperatively and collaboratively with co-workers and school staff.
- Attend all required staff development sessions and staff meetings.
- Follow child accountability and supervision of children procedures.
- Provide accommodations for children with special needs and modify activities as needed to ensure respectful inclusion.
- Perform other related duties as assigned.

Knowledge, Skills, and Abilities

Community Education Specialist (Group Assistant)

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- Basic knowledge of health and safety procedures for young children.
- Basic computer skills.
- Ability to implement appropriate program experiences by carrying out provided activity plans.
- Ability to actively supervise and participate with children in all activities.
- Ability to be solely responsible for a group of up to 15 children.
- Ability to use positive methods of behavior guidance.
- Ability to make decisions with minimum assistance.
- Ability to ride a school bus to accompany children on field trips.
- Ability to walk two miles on uneven terrain, lift 20 pounds, and accompany children in the water on swimming field trips.
- Ability to work effectively with children and their parents/guardians who represent a wide range of social, economic, racial, and ethnic groups and level of ability.
- Ability to be flexible and work cooperatively with co-workers and school staff.
- Ability to effectively communicate orally and in writing.
- Ability to work before or after school, on non-school days, and during the summer.

Physical factors include:

Frequent: standing, walking, lifting waist to chest; lifting below waist; carrying, stooping, kneeling, crouching, squatting, twisting/pivot, reaching, simple grasp, firm grasp, fine manipulation; feeling, talking, hearing & visual accommodation.

Occasional: sitting, pushing, pulling, climbing, crawling, and exposure to weather when supervising children during outdoor play time.