



DAY CARE ASSISTANT – BREVARD AFTER SCHOOL

SUMMARY/SCOPE/GOAL

To assist in the protection and care of school age children's health, safety and well-being and to assist in promoting their emotional and intellectual development.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Enrolled in a Brevard County Public School.
- Be 16 years of age.

PREFERRED/DESIRED:

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Department of Children and Families Child Care Training (40 hours), as required by statute, - **OR** - DCF Standards for Quality Afterschool Programs (SQAP-8 hours online as Inservice) and BAS: Level I (24 hours online) of the School Age Certification completed within 90 days from the start of employment required.
- Valid State Driver's License

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Engage in appropriate play activities with school age children.
2. Assist in maintaining a sanitary environment.
3. Use effective positive interpersonal skills.

OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Ability to relate with school age children and adults in a positive manner. Knowledge of child development; ability to understand and follow directions.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in

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active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

TRAINING:

N/A

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(M) MEDIUM WORK

Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	<u>Equity, Innovation, and Choice</u>	DEPARTMENT:	<u>Brevard After School</u>
TITLE CODE:	<u>L7997</u>	CONTENT BY:	<u>District Coordinator – Brevard After School</u>
GRADE:	<u>Minimum Wage</u>	COMPENSATION:	<u>Rick Morton</u>
UNIT:	<u>N/A</u>	LABOR RELATIONS:	<u>Jim Hickey</u>
LAST BOARD APVD:	<u>06/14/2016</u>	CLASSIFICATION:	<u>Carol Kindt, EdD</u>

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	12/13/05	Initial Release	School Age Child Care
1.1	03/19/14	REVISED	School Age Child Care
2.0	05/27/14	REVISED	School Age Child Care
3.0	06/14/16	REVISED: Program name changed from School Age Child Care to "Brevard After School"	Brevard After School
3.1	07/01/20	REVISED: New Format	Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.