

Job Description
La Porte Community Schools

JOB TITLE: Child Care Instructor

SUMMARY: Assist in providing child care for school-aged children during the hours when there is no adult supervision at home.

ESSENTIAL FUNCTIONS include the following. Other duties may be added.

Instructors may be moved to work other locations as needed.

Follow oral and written instructions from the Site Coordinator and/or the Director of Child Care.

Develop cooperative working relations with co-workers.

Relate in a positive manner with elementary children, parents and staff.

Participate in training sessions required and/or offered.

Supervise children during craft, homework, breakfast/snack, outside/gym time and free time as assigned by Site Coordinator/Director.

QUALIFICATION REQUIREMENTS:

Must take corporation assessment for assistants.

EDUCATION AND/OR EXPERIENCE:

Must be sixteen years of age or older.

Experience working with children preferred but not required.

Possession of valid Driver's License.

Language Skills:

Ability to read and interpret textbooks and / or teacher guides, Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents or employees of the school organization.

Mathematical Skills:

Ability to work with mathematical concepts appropriate to the students' grade level. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit in a chair and on the floor; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and must be able to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, slate, stylus, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps publications, reference books, textbooks, computers, various computer programs, copy machine.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.