

EASTFORD SCHOOL DISTRICT
Eastford, Connecticut

JOB DESCRIPTION

TITLE: Child Care Worker, Before and After School Program (BASP)

QUALIFICATIONS:

1. Training and skill in supervising children
2. Skill in following procedures and completing required paperwork
3. Current certificate in CPR and First Aid

REPORTS TO: Building Principal and makes requests through Office Staff

JOB GOAL: The Child Care Worker is responsible for providing a nurturing environment and supervising students before and after school daily as well as on professional development days and on some school holidays. On school days, the child care worker may be required to work between 7:00 and 8:15 AM and between 3:00 and 6:00 PM. On nonschool days, the Child Care Worker may be required to work a shift between 7:00 AM and 6:00 PM.

RESPONSIBILITIES OF THE **CHILD CARE WORKER** INCLUDE BUT ARE NOT LIMITED TO:

1. Provides a nurturing environment for the supervision of school-aged children, including preschoolers.
2. If scheduled to “open” the program on any given day, arrive at the school site at least 10 minutes before the children.
3. If scheduled to “close” the program on any given day, remains at the site until the last child is gone and the program area has been appropriately maintained.
4. Maintains an orderly program environment conducive to the ages of the children.
5. Supervises students at all times; creates a systematic plan for unsupervised visits to the bathrooms.
6. Record students’ names and days they attend (Monday AM only, Tuesday and Thursday only, Monday-Thursday, etc...)
7. Takes attendance; immediately checks with office or teacher if student is not present.
8. Contacts parents of enrolled children if necessary.
9. Becomes familiar with all information and procedures outlined in Staff Handbook, Parent/Student Handbook and BASP Handbook and emails sent to staff.
10. Requests and provides appropriate play materials such as board games, puzzles, playground balls.
11. Requests and provides materials such as pencils, magic markers and paper to facilitate homework completion.
12. Requests and provides snacks that conform to the Board of Education Wellness Policy.
13. Maintains a responsible behavioral expectation program based on the school’s code of conduct and reports behavior problems as described in the Staff Handbook, Parent/Student Handbook and BASP Handbook.
14. Communicates regularly with the Office Staff regarding program needs—supplies, enrollment, custodial needs, etc.
15. Communicates regularly with the School Nurse regarding the health needs of students
16. Performs any other duties as assigned by the principal.

TERMS OF EMPLOYMENT: Annual appointment

EVALUATION: Annually