



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: September 19, 2018

Agenda Item:

Discuss and approve the new classified job description for Child-Care Provider (Supplemental Help) and Classified Supplemental Salary Recommendation.

Agenda Placement:

Action

Background:

The District Administration has presented the Personnel Commission with new duties for a classified supplemental help position with the proposed title of Child-Care Provider (Supplemental Help). This position will provide quality childcare and a safe environment for children while parents are receiving a variety of professional training on educational programs. This position reports to the Director-Community Services and Parent Resource Centers or a designated administrator for other educational programs.

Personnel Commission Rules 3.1.1, 3.2.1 thru 3.2.6 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into either established classifications, recommend a new classification or exempt the new position duties from the classified service.

Recommendation:

It is recommended that the Personnel Commission approve the new classified job description for Child-Care Provider (Supplemental Help) and the Classified Supplemental Salary Recommendation of \$14 per/hour.

Madera Unified School District Classified Job Description

Child-Care Provider (Supplemental Help)

Purpose Statement

Under the direction of the Director of Community Services and Parent Resource Centers or a designated administrator of other educational programs; the Child-Care Provider will provide quality childcare and a safe and loving environment for children while parents are receiving a variety of professional trainings.

This job reports to the Director-Community Services and Parent Resource Centers or a designated administrator for other educational programs.

Essential Functions

- Implement activities for both small and large group activities.
- Supervise and be actively involved with children.
- Model professional and respectful behavior for the children/parents.
- Treat children with dignity and respect.
- Help children learn personal responsibility and respect for fellow children.
- Responsible for health and safety of children at all times.
- Actively supervise activities of students in the classroom and during outdoor activities, including clean-up activities.
- Order supplies for instructional activities.
- Prepare snacks for children.
- Provide care for infants, toddlers, preschool and grade school children.
- Establish schedules and routines to ensure that children are provided with enough physical activity, rest and playtime.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Parent Resource Centers.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS: Specific skilled-based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations.

KNOWLEDGE OF: Basic child development and general signs of healthy social/emotional functioning; interpersonal skills using tact, patience and courtesy; reading and writing communication skills; safety and health practices and precautions; correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO: Function as a supportive, non-threatening, non-judgemental caretaker capable of active listening and conducting non-directive and/ or directive play; communicate, understand and follow both oral and written directions effectively; establish and maintain cooperative and effective working relationships with a diverse range of people; determine appropriate action within clearly defined guidelines; communicate using patience and courtesy in a manner that reflects positively on the organization; apply integrity and trust in all situations; learn District organization, operations, policies, objectives and goals.

Responsibility

Responsibilities include: providing information and/or advising others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 15% sitting, 70% walking, and 15% standing. Indoor and outdoor environment. Constant interruption. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience: One year of work experience in a school or youth organization; preferably experience working with children of various age groups.

Education: High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates

Valid First Aid and CPR Certificate

Continuing Educ./Training

None Specified

Clearances

DOJ/FBI Background Clearance
TB Clearance
Immunizations (Influenza vaccine, Pertussis, Measles)
Physical Demands (B)

FLSA Status

Non Exempt

Approval Date

Salary Range