EXTENDED DAY COUNSELOR
JOB DESCRIPTION

DIVISION: Leadership and Planning	**GRADE:** White Collar – Level I
DEPARTMENT: Student Services	**WORK DAYS:** 217
REPORTS TO: Extended Day Supervisor	**FLSA STATUS:** Non Exempt
ESSENTIAL PERSONNEL: No	

POSITION SUMMARY

To assist in the activities of children who participate in the extended day care program.

MINIMUM REQUIREMENTS

- Must be at least 16 years of age
- Experience in working with children in a day care or similar setting preferred
- Satisfactory criminal background check and drug screening

CERTIFICATION: No

WORK EXPERIENCE: Two (2) years of experience in management/child care

PREFERRED QUALIFICATIONS

- Ability to follow written and oral instructions
- Ability to work well with children from varying backgrounds and with varying needs
- Ability to communicate effectively with children, parents, and other staff
- Knowledge of First Aid and CPR desirable
- Ability to do art or other projects with groups of children

SUPERVISES

ESSENTIAL DUTIES

- Plan and implement or assist in planning and implementing appropriate activities for assigned students
- Assist children in all activities
- Assist in maintaining control of students
- Document attendance and discipline problems
- Supervise students in various settings
- Request materials for projects
- Assist in general housekeeping duties
- Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment
- Follow attendance and punctuality standards
- Ensure adherence to good safety standards
- Maintain confidentiality regarding school/workplace matters
- Model and maintain high ethical standards
- Demonstrate initiative in the performance of assigned responsibilities
- Participate successfully in the training programs offered to increase skill and proficiency related to assignment
- Cooperate with other staff members to build and maintain an effective program
- Communicate effectively with children, parents and staff

BOARD APPROVED: 6/16/2020

- Keep supervisor informed of potential problems or unusual events
- Respond to inquiries and concerns in a timely manner
- Exhibit interpersonal skills to work as an effective team member
- Follow federal and state laws as well as School Board policies, rules and regulations
- Demonstrate support for the school district and its goals and priorities
- Demonstrate initiative in identifying potential problems and opportunities for improvement
- Assist in maintaining children's records
- Perform other tasks consistent with the goals and objectives of this position

Working Conditions: Normal school environment and/or classroom environment including outside environment, i.e. on the playground of physical education fields.
Physical Demands: Light work involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently. Routine physical activity associated with normal office and school environment.
Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors and outdoors.
Minimum Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.