

**CAPE ELIZABETH SCHOOL DEPARTMENT**  
**Community Services Division**  
**Job Description**

**TITLE: Extended School Care Staff**

**QUALIFICATIONS:**

1. **Education/Certification:** Must be at least 18 years old. Must have a High School Diploma or equivalent. Must possess proof of SBI (State Bureau of Identification) criminal history report. Must authorize consent for Department of Health & Human Services, Bureau of Child and Family Services to investigate whether or not employee has been involved in a substantiated Maine Child Protective Services case.
2. **Special Knowledge/Skills:** Competence in the performance responsibilities listed below. Good work habits and ability to work without supervision. Must be trustworthy and maintain a high level of ethical behavior and confidentiality of information as required by law.
3. **Experience:** in the field of childcare and child development

**REPORTS TO:** Directly to the Extended Care Program Director, and indirectly to the Extended School Care Administrator.

**JOB GOAL: To provide the enrollees with a healthy, safe and fun environment**

**PERFORMANCE RESPONSIBILITIES:**

1. Daily attendance for assigned group
2. Plan activities appropriate for the age group you are supervising
3. Rules, expectations and limits should be applied consistently and carried out in a manner consistent with a child's developmental ability
4. Supervise snack; clean tables, counters and floors before leaving the space
5. Pick up spaces before departing for the day
6. Report any reasonable causes to suspect abuse or neglect of a child to the Department of Human Services

**TERMS OF EMPLOYMENT:** Part-time, school year only in accordance with the recommendation established by the Superintendent and Business Manager

**WORKING CONDITIONS:**

**Mental Demands:** organizing, supervising, patience in dealing with large numbers of children, disciplining, multi-tasking

**Physical Demands:** Sitting. Walking, bending. Lifting, reaching, scrubbing

**Environmental Conditions:** Walking outside, slippery surfaces, biological exposure (human wastes and bodily fluids)

**EVALUATION:** The basis of evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which year action plans and job goals are met.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: June 13, 2006