

EVERGREEN UNION SCHOOL DISTRICT
"ALL CHILDREN CAN LEARN AND WE MAKE THE DIFFERENCE"
JOB POSTING
2023/2024 SCHOOL YEAR

SERRF CHILD CARE WORKER

Evergreen Union School District has an opening for Child Care Worker in our Morning SERRF Program at the Evergreen Elementary School for the 2023-24 school year.

This position is part-time, 7:00 am to 7:45 am, Monday thru Friday, 180 days per year.



Job description and salary schedule are attached.

To be considered for this position, please apply at www.edjoin.org.

Position will remain open until filled.

Evergreen Union School District
19500 Learning Way
Cottonwood, CA 96022
530/347-3411

05/17/2023

Reviewed/Approved:
HR 
Supt. 

EVERGREEN UNION SCHOOL DISTRICT
Job Description

Job Title: CHILD CARE WORKER 1
Division: Classified/Not part of CSEA
Department: SERRF
Location: Elementary School / Middle School Sites
Reports To: Child Care Supervisor / Child Care Lead
Approved By: Harley J. North
Approved Date: December 2006
Board Approved: November 9, 2010

SUMMARY:

Our after school program will provide a warm, loving atmosphere for children to come to after school. It will be an extension of our school with emphasis on friendship and education. After School Child Care Workers are responsible for maintaining a safe environment for all students and are expected to model appropriate behaviors and to contribute to the student's development and educational goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties and responsibilities include the following. Other duties may be assigned:

- Develops a respectful relationship with students and parents;
- Facilitates the character development of students;
- Intervenes in potentially dangerous situations;
- Communicates with students to clarify behavior and to explain consequences;
- Carries out monthly planning for student activities prepared for by Supervisor;
- Directs student activities; helps students with homework and academic goals;
- To be a role model and significant adult for students under supervision;
- Uses the concepts articulated by Dr. William Glasser, H. Steven Glenn and Jane Nelson to help students manage and understand their playground behavior;
- Handles initial sign in of students and light paperwork;
- Requires some lifting, cleaning and organizing of facility; and,
- Handles other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High School diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Paraeducator Certificate to be attained within first year of employment.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information to students and parents in one-on-one and small group situations to students and parents.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:

Ability to listen to children in a friendly and accepting manner. Ability to supervise large groups of students. Ability to recognize potential threats to the safety and well-being of students. Ability to interact with staff, students, parents, and others in an open, friendly businesslike manner. Willingness to implement District philosophy and procedures related to student behavior.

With every position you need to be very flexible. At times, student numbers can be low. Groups may need to combine sending staff home early. Rolls reversed: with staff possibly out sick, and student numbers high, it may be necessary to take on additional groups and/or activities.

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 this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 this job, the employee is regularly exposed to outside weather conditions. The employee will also be in a classroom environment for part of their work day. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

**EVERGREEN UNION SCHOOL DISTRICT
CHILD CARE/SERRF SALARY SCHEDULE
2022-2023**

STEPS		1	2	3	4	5	6-9	10-14	15-19	20-24	25-
Class											
Worker I	1	15.98	15.98	15.98	15.98	15.98	15.98				
Lead	3	16.04	16.09	16.14	16.20	16.30	16.45				
Facilitator	4	19.21	19.87	20.92	22.00	23.14	24.38	25.60			
Supervisor	5	19.87	20.92	22.00	23.14	24.38	25.62	26.90	28.25	29.64	31.14

Board Approved: June 28, 2022

G:\OfficeShare\DOShare\Payroll\SalarySchedules\SERRF\SERRF.xls