



PELICAN RAPIDS PUBLIC SCHOOLS

HOME OF THE VIKINGS

School Age Child Care Worker Job Description: Student Helper Level

PRIMARY PURPOSE:

The School Child Care Worker will maintain a safe and stimulating environment for young children.

QUALIFICATIONS:

Education/Certification:

Minimum: Must be at least 15 years old.

Preferred:

- First aid/CPR Certification
- Must be flexible and adaptable to meet the needs of the children and program
- Knowledge of child development theories and practices
- Knowledge of safe and appropriate activities for children
- Experience working in a childhood setting
- Experience working with parents and children
- Experience working with families with diverse cultural and economic backgrounds

MAJOR RESPONSIBILITIES AND DUTIES:

Assist in the creation of a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students.

1. Perform duties as planned under the leadership of the Coordinator or a Para
2. Interact with the children in a way which conveys respect and nurturing
3. Support the social and emotional development of children
4. It will be the childcare provider's responsibility to play with children; this will often mean getting down on the floor to interact with them
5. Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children as planned by the Coordinator or a Para.
6. Assist in the selection of books, equipment, and other instructional materials appropriate for the school age care program
7. Maintain a safe environment based on safety standards set by the program
8. Assist in the cleaning and straightening of the childcare rooms at the end of the day, as well as putting away any outside equipment
9. Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis
10. Maintain open, friendly, and cooperative relationship with each child's family and encourage their involvement in the program
11. Continue professional development through attending workshops, conferences, and other staff development
12. Demonstrate behavior that is professional, ethical, and responsible
13. Perform other duties and responsibilities as assigned by the coordinator

Eligible Applicants:

Application Deadline – Open until filled

[Apply Online](#)

OR

Submit the "[Printable Application for Support Staff](#)" found on the Employment Opportunities page of our district website.

Emily Evenson

HR Manager

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