



METROPOLITAN SCHOOL DISTRICT OF LAWRENCE TOWNSHIP

JOB DESCRIPTION

Title: Caregivers

Classification: Position hired for by Before & Aftercare Loving Care- Caregiver

Major Responsibilities:

Continuous work with students during your scheduled time and follow the guidelines for the positions hired. Including any other duties as assigned by Site Leader, Principal and/or Assistant Principal.

Reports to: Site Leader and School Administration

Performance Responsibilities:

- ❖ Display a friendly and professional demeanor.
- ❖ Care for the children during before and after school hours.
- ❖ Keep your focus on children at all times.
- ❖ Greet children and families during drop off and pick up times.
- ❖ Always use positive discipline, follow MSD Human Dignity Policy check with Site Leader if unsure.
- ❖ Always interact with and address the needs of all children.
- ❖ Establish and maintain a positive and professional relationship with co-workers, families, children and visitors; cultural sensitivity and ability to relate well and effectively in diverse workplace and with a diverse population.
- ❖ Make sure the before and aftercare areas are cleaned at the end of your shift.
- ❖ Always keep accurate count of the children in your care on name to face sheet.
- ❖ Follow daily schedule.
- ❖ Always keep yourself active with the children; never stand around talking (indoors and outdoors).
- ❖ Help give the snack and clean up afterwards.
- ❖ Keep the "name to face" clipboard with you at all times.
- ❖ DO NOT leave children alone; there must be an adult in the ratio at all times!
- ❖ Make sure the Site Leader or front office knows where your group is, at all times.
- ❖ NO CELL PHONES OR COMPUTERS while on duty with the children.
- ❖ Maintains family and staff confidentiality in conformance with Lawrence Township District and State laws and regulations.
- ❖ Must participate in required training: i.e. CPR, First Aid, Child Abuse and Neglect, Safe schools and any other trainings assigned by site leader

Competencies:

- ❖ Demonstrates professional appearance and hygiene in accordance with established workplace culture and protocols.
- ❖ Excellent oral and written communication skills.
- ❖ Willingness to develop and execute “club “activities to support and enhance the before and aftercare environment and school focus
- ❖ Responsive to families, children, staff and Assistant Principal’s needs. Including: being tactful, respectful and considerate of others regardless of their status.
- ❖ Manages difficult situations in a professional manner.
- ❖ Discusses any concerns with the site leader.
- ❖ Exhibits sound and accurate judgment.
- ❖ Demonstrates flexibility and the ability to quickly adapt to change in the work environment.
- ❖ Demonstrates accuracy and thoroughness and monitors work to ensure quality.
- ❖ Responds to direction, follows instructions and completes work or task assigned by Site Leader/Principals in a timely manner.
- ❖ Takes personal responsibility for own actions, keeping commitments and asking for and offering help when needed.
- ❖ Observes safety and security procedures and reports any potentially unsafe conditions to Site Leader/ Principals.
- ❖ Is consistently at work and on time and ensures work responsibilities are covered when absent.
- ❖ Conduct in the building- dress code, language, cell phone use etc.
- ❖ Willingness to meet personal needs of students if necessary

Qualifications:

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

Education: High School Diploma. Some college preferred.

State Licensing requirements:

- Pass fingerprint background check
- Pass urine drug screen
- Pass physical and TB test

Physical demands:

Physical demands of the job require that a caregiver is mobile in order to work with students in all situations, playground, able to lift a minimum of 20 pounds. Work environment is the classroom and other areas inside and outside of the entire school.

I have read and understand my job description:

Print Name

Signature

Date