

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

Page 1 of 3

TITLE: FAMILY SERVICES SUPPORT AIDE I

JOB GOAL: To provide safe and developmentally appropriate supervision for children participating in the Family Services program.

QUALIFICATIONS

Knowledge of:

1. General concepts of child growth, development and child behavioral characteristics.
2. Techniques used in influencing and motivating children.
3. Routine record keeping.
4. Safety rules and regulations regarding physical activity.
5. Safety rules and regulations for this position.

Ability to:

1. Assist in the supervision of children participating in a variety of activities and environments.
2. Lead and work with children constructively.
3. Perform basic mathematical calculations.
4. Demonstrate an understanding, patient, warm and receptive attitude toward children.
5. Understand and carry out verbal and written instructions.
6. Read and comprehend printed materials.
7. Assist in implementing intervention and developmentally appropriate activities and projects, which have been recommended by school site staff and/or Family Services designee.
8. Provide a positive environment that is developmentally appropriate and conducive to learning.
9. Provide for the health and safety needs of children.
10. Maintain equipment and facilities in an effective and efficient manner.
11. Effectively manage and support child behaviors and if necessary, provide redirection.
12. Exercise discretion and judgment in handling confidential information.
13. Apply general policies and procedures to specific situations.
14. Communicate effectively and tactfully in both verbal and written form.
15. Maintain cooperative working relationships with Family Services, school site, and District personnel.
16. Follow designated safety regulations associated with this position.
17. Be a productive and active team member.
18. Work successfully with diverse groups of people.
19. Present and maintain a pleasant appearance and demeanor.
20. Learn and follow the operations, procedures, policies and requirements of an assigned program or operational unit.
21. Handle all matters in a tactful, courteous and confidential manner so as to maintain and/or establish good public relations.
22. Establish and maintain effective work relationships with those contacted in the performance of required duties.
23. Establish and maintain effective rapport with children, parents and community members.
24. Maintain good attendance records.

Job Description Family Services Support Aide I

Training and Experience:

1. Completion of the twelfth (12th) grade or equivalent.
2. One (1) year of successful experience working with children in a public or private school setting or any combination of training and experience that could likely provide the desired knowledge and abilities may be considered.
3. Possession and maintenance of a valid First Aid Certificate and CPR Certificate.

REPORTS TO: Designated Family Services Administrator

ESSENTIAL FUNCTIONS

1. Assists in implementing and supervising intervention, enrichment and developmentally appropriate activities in accordance with Family Services policies and procedures and District Board policy.
2. Assists in maintaining a safe, stimulating and attractive physical environment, in accordance with Environmental Rating Scale and Family Services policies and procedures.
3. Carries out established child behavior plans designed to encourage positive behaviors, in accordance with Family Services policies and procedures and District Board policy.
4. Assists in distribution and clean-up of nutritious meals.
5. Provides general clerical support.
6. Attends staff meetings and required training programs.
7. Maintains professional competence through appropriate professional growth activities.
8. Communicates problems and concerns to designated Family Services administrator.
9. Follows District policies and procedures.
10. Participates in District in-service training as required.
11. Knows and understands the Mission and Core Values of the District.
12. Performs other related duties as required.
13. Assists in daily child observations, anecdotal documentation, and program best practice/program funding requirements.
14. Monitors and assists children while using equipment, including electronic devices, audio-visual equipment, and other instructional media.
15. Reports suspected child abuse and communicable diseases to Family Services Program Administrator and/or appropriate agencies.
16. Assists children individually or in small groups to reinforce and follow-up learning activities.
17. Administers first aid in conjunction with established Family Services and District policies and procedures.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to work in a wide range of temperatures.
5. Able to sit, stand, stoop, kneel, bend and walk.
6. Able to sit for sustained periods of time.
7. Able to kneel or squat for extended periods of time.

