

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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TITLE: FAMILY SERVICES SUPPORT AIDE II

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. Assume responsibility for 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. Maintain good attendance records.
13. Exercise discretion and judgment in handling confidential information.
14. Apply general policies and procedures to specific situations.
15. Communicate effectively and tactfully in both verbal and written form.
16. Maintain cooperative working relationships with Family Services, school site and District personnel.
17. Follow designated safety regulations associated with this position.
18. Be a productive and active team member.
19. Work successfully with diverse groups of people.
20. Present and maintain a pleasant appearance and demeanor.
21. Learn and follow the operations, procedures, policies and requirements of an assigned program or operational unit.
22. Handle all matters in a tactful, courteous and confidential manner so as to maintain and/or establish good public relations.
23. Establish and maintain effective work relationships with those contacted in the performance of required duties.
24. Establish and maintain effective rapport with children, parents and community members

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Training and Experience:

1. Completion of the twelfth (12th) grade or equivalent.
2. One (1) year of paid experience working with children in an educational or childcare setting or any combination of training experience that could likely provide the desired knowledge and abilities may be considered.
3. Possession of a valid First Aid Certificate and CPR Certificate.
4. Successful completion of twelve (12) or more Early Childhood Education units required.

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, Family Services policies and procedures and District Board policy.
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 computer terminals, cassette recorders, 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 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.

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PHYSICAL ABILITIES (continued)

6. Able to sit for sustained periods of time.
7. Able to kneel or squat for extended periods of time.
8. Able to climb slopes, stairs, steps, ramps and ladders.
9. Able to lift up to twenty (20) pounds frequently and fifty (50) pounds occasionally.
10. Able to carry up to twenty (20) pounds frequently and fifty (50) pounds occasionally.
11. Able to push and pull objects weighing up to forty (40) pounds.
12. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
13. Able to exhibit full range of motion for shoulder abduction and adduction.
14. Able to exhibit full range of motion for elbow flexion and extension.
15. Able to exhibit full range of motion for shoulder extension and flexion.
16. Able to exhibit full range of motion for back lateral flexion.
17. Able to exhibit full range of motion for hip flexion and extension.
18. Able to exhibit full range of motion for knee flexion.
19. Able to demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
20. Able to demonstrate manual dexterity necessary to assist students with buttoning clothing, eating, operating a computer or assist staff with student toileting procedures.
21. Able to work with cleaning solutions, disinfectants and sanitizers in a safe and effective manner without allergic reaction.
22. Must use safety equipment and devices designated for this position.

TERMS OF EMPLOYMENT:

Ten- or Twelve-month work year
Classified bargaining unit member

EVALUATION:

Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The evaluation will be completed by the designated Family Services Administrator.

Approved by:

Board of Education

Date: April 14, 2022

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
IS A TOBACCO-FREE, DRUG-FREE WORKPLACE
AND AN EQUAL OPPORTUNITY EMPLOYER**

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.