

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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TITLE: STUDENT ENRICHMENT AND EXTENDED DAY (SEED) WORKER III

JOB GOAL: Under the direction of a Family Services Administrator, efficiently and effectively lead the daily operation of the SEED program at the assigned site including but not limited to: collaboration with school site staff for intervention and enrichment activities, health and safety of children, program development and implementation, classroom management, SEED site staff collaborations, and parent/customer relations.

QUALIFICATIONS

Knowledge of

1. General concepts of child growth and development.
2. General concepts of child behavioral characteristics and techniques used in managing behavior and motivating children.
3. Competency and skills involving interpersonal and group dynamics.
4. Computer skills.
5. Proper telephone techniques and etiquette.
6. Correct English usage, reading, writing, and math at a level necessary to perform assigned tasks.
7. State laws and district policies and procedures governing child development programs.
8. Safety rules and regulations for this position.

Ability to

1. Assume responsibility for supervision of children at the SEED Center.
2. Demonstrate an understanding, patient, warm and receptive attitude toward children and families.
3. Read and comprehend printed materials.
4. Effectively communicate and collaborate with school site staff to provide intervention and enrichment activities, in accordance with the Family Services policies and procedures and district Board policy.
5. Effectively communicate with parents and/or caregivers, in accordance with the Family Services policies and procedures and district Board policy.
6. Provide for the health, safety, and social needs of children in SEED, in accordance with the Family Services policies and procedures and district Board policy.
7. Assists in maintaining a safe, stimulating, and attractive physical environment, in accordance with School Age Care Environmental Rating Scale and Family Services policies and procedures.
8. Select, implement and supervise enrichment activities for children based on developmental needs and individual interests that are in accordance with the Family Services policies and procedures and district Board policy.
9. Implement child behavior standards in accordance with the Family Services policies and procedures and district Board policies.
10. Facilitate the collaboration of site SEED staff, in accordance with the Family Services policies and procedures and district Board policy.
11. Perform a variety of clerical duties involving the use of independent judgment and requiring accuracy.
12. Exercise discretion and judgment in handling confidential information.
13. Register families at the SEED Center including: distribution of materials to parent, collection of enrollment packets, computer entry of registration information
14. Maintain equipment, and facilities in an effective and efficient manner, submitting documentation required by Family Services and the District.
15. Working without immediate supervision, facilitate the collaboration with school site staff and other SEED site staff to develop and implement intervention activities.
16. Obtain and maintain a valid First Aid Certificate and CPR Certificate.
17. Use a computer and related software programs to include but not limited to word processors, spreadsheets, and data bases.

Ability to (continued)

18. Maintain a variety of record keeping, reference, and data collection systems.
19. Read, understand and carry out both verbal and written instructions, policies, and procedures in an independent manner.
20. Communicate effectively and tactfully in both verbal and legible written form.
21. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good customer and school relations.
22. Establish and maintain effective work relationships with those contacted in the performance of required duties and maintain flexibility with respect to assignments, duties, and facilities.

Training and Experience

1. Education equivalent to the completion of the twelfth (12th) grade.
2. Successful completion of fifteen (15) or more early childhood education units including nine (9) core units, three (3) units in curriculum (can include school age curriculum); and three (3) units in early childhood education administration.
3. Two (2) year of paid experience working with children in an educational or child care setting or any combination of training experience that could likely provide the desired knowledge and abilities may be considered.
4. One (1) or more years experience in clerical work desired.
5. Good work history and attendance.
6. Current First Aid Certificate and Cardio Pulmonary Resuscitation (CPR) certification.

REPORTS TO: Assigned Family Services Administrator

ESSENTIAL FUNCTIONS

1. Collaborating with the assigned school site, SEED staff implements and supervises intervention and enrichment activities in accordance with Family Services policies and procedures and District Board policy
2. Arranges and maintains a safe, enriching, and attractive physical environment that meets the needs of an intervention and enrichment program that is in accordance with THE School Age Care Environmental Rating Scale, Family Services policies and procedures and District Board policy
3. Registers families in to the program at the SEED site including: distribution of program materials; collectiton of enrollment packet; and entry of registration information into the computer.
4. Implements student behavior plans as needed in accordance with Family Services policies and procedures and District Board policy.
5. Participates in student study teams, 504 or IEP meetings upon request of either the school site or Family Services.
6. Implements a nutritious snack menu in accordance with Family Services policies and procedures and Community Care Licensing Title 22 regulations.
7. Provides clerical support for the operation of the SEED school site.
8. Attends and participates in staff meetings and training programs required by Family Services or the district.
9. Maintains professional competence through appropriate professional growth activities.
10. Problem solves program concerns with assigned Family Services administrator.
11. Follows Family Services policies and procedures and district Board policy.
12. Knows and understands the Mission and Core Values Family Services and the district.
13. Maintains accurate records and reports related to payroll for SEED site staff including timesheets and ensures their delivery to assigned Family Services administrator or designee on a scheduled basis.
14. Maintains accurate records related to SEED site attendance and submits to assigned Family Services administrator or designee on a scheduled basis.

ESSENTIAL FUNCTIONS (continued)

15. Troubleshoots and communicates SEED site problems and concerns, including maintenance, repair, and operations to the assigned Family Services administrator or designee. Prepares and maintains accurate related reports and records.
16. Receives and gives information over the telephone or in person in a courteous manner.
17. Maintains accurate records of phone inquiries and submits to assigned Family Services administrator or designee on a scheduled basis.
18. Inventories and requisitions (or purchases) supplies and equipment with approval of assigned Family Services administrator or designee. Maintains records related to inventory and purchasing and submits to the assigned Family Services administrator or designee on a scheduled basis.
19. Reviews completed work for accuracy and compliance with instructions and established standards.
20. Acts as information source to other SEED site staff regarding work methods, procedures, problems, etc. under the direction of the assigned Family Services administrator.
21. Ensures security of SEED school site facility.
22. Operates computer to generate lists, update records, monitor expenditures, respond to requests, etc.
23. Knows and understands the Mission and Core Values of Family Services and the District.
24. Monitors and assists students while using equipment, including computer terminals, cassette recorders, audio-visual equipment, and other instructional media.
25. Reports suspected child abuse and communicable diseases to appropriate offices.
26. Administers first aid in conjunction with established district policies and procedures.
27. Performs other related duties as assigned.

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 sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to twenty (20) pounds frequently, and fifty (50) pounds occasionally.
9. Able to carry up to twenty (20) pounds frequently, and fifty (50) pounds occasionally.
10. Able to push and pull objects weighing up to forty (40) pounds.
11. Able to sustain strenuous manual labor for four (4) hours.
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 work with cleaning solutions, disinfectants and sanitizers in a safe and efficient manner without allergic reaction.

TERMS OF EMPLOYMENT: 195-day 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 assigned Family Services Administrator.

Approved by: Board of Education

Date: March 8, 2018

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