



Little Rock School District

JOB DESCRIPTION

Position Title: Field Assistant- CARE Program

Prepared Date: 01/27/2022

JOB GOAL:

To assist Supervisor-CARE Program in effectively implementing the daily program at assigned CARE sites.

TERMS OF EMPLOYMENT:

Ten (10) Month (200 days) contract - Pay 802 Grade 06, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. High school diploma or general education degree (GED); needs some college level training in early childhood education, child development or related fields. Applicants with Day Care Director background may be considered without college training. Must have at least two years' experience working with early childhood or elementary age children.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
3. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
4. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
5. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Assists in the day-to-day operation of the CARE Program at all sites.
2. Assists in weekly planning and implementing activities in a safe, and nurturing atmosphere.
3. Assists in securing substitutes as needed.
4. Serves as a role model for site staff.



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5. Assists in maintaining equipment and supplies at all sites.
6. Provides assistance to CARE Aides in record keeping duties, complying with Child Care Licensing Regulations, and in maintaining a physical environment that is well organized and neat.
7. Monitors CARE aides in the implementation of discipline to ensure a positive approach to student behavior management.
8. Supervises aides to ensure continuity of program goals and procedures.
9. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.