

**Reading Edge Academy, Inc.**

<b>Job Title:</b>	Extended Day Worker	<b>Job Category:</b>	Extended Day
<b>Department/Group:</b>	Extended Day	<b>Job Code/ Req#:</b>	91031
<b>Location:</b>	Samsula Academy	<b>Travel Required:</b>	No
<b>HR Contact:</b>	HR Contact	<b>Date Posted:</b>	8/16/21
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Maintain a thorough knowledge of all phases of the program and job.</li> <li>• Ensure attendance records are maintained on a daily basis.</li> <li>• Maintain work area in a neat, clean manner conducive to constructive play appropriate to the age group.</li> <li>• Coordinate activities.</li> <li>• Effectively carry out assigned group activities.</li> <li>• Establish and maintain promptness and attendance.</li> <li>• Notify the Site Facilitator and/or Principal/Administrator in a timely manner of the need to be absent. This notification may be required in writing.</li> <li>• Ensure the equipment and materials are arranged, available, and maintained in good condition.</li> <li>• Encourage parental involvement.</li> <li>• Perform general housekeeping duties for the program as assigned.</li> <li>• Perform other duties and responsibilities as assigned.</li> <li>• Become familiar with the program site, and follow the directions for all emergency procedures: fire drills, severe weather drill, emergency evacuation procedures and others as needed.</li> <li>• Ability to communicate effectively in written and oral form.</li> <li>• Effective customer relations skills.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Hold a High School diploma or G.E.D</li> <li>• Experience working effectively with and managing organized activities for children</li> <li>• Holds current certification or will successfully complete the following course during the first year of employment: First Aid/CPR</li> <li>• Ability to implement program goals and strategies</li> <li>• Ability to manage creative enrichment programs for students in grades Kindergarten -5<sup>th</sup> grade</li> <li>• Ability to exercise good judgment regarding sensitive and confidential personnel and student matters</li> </ul> <p><b>ADDITIONAL NOTES</b></p> <p><u>PLEASE SUBMIT RESUME AND REFERENCES UPON APPLYING.</u></p> <p>Working Conditions:  A. Indoors &amp; Outdoors - The worker is subject to both environmental conditions. Activities occur inside and outside. There is protection from weather conditions but not necessarily from temperature changes. And there is no effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.</p>			
<b>Last Updated By:</b>	KB	<b>Date/Time:</b>	08/31/20

\*Denotes essential job function/ADA

ADA CODES

Physical Requirements (physical conditions of a position)

A. Light Work - Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

Physical Activity (physical activities of a position)

A. Sitting - Resting with the body supported by the buttocks or thighs.

B. Standing - Assuming an upright position on the feet particularly for sustained periods of time.

C. Climbing - Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.

D. Bending - Lowering the body forward from the waist.

E. Stooping - Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

F. Twisting - Moving body from the waist using a turning motion.

G. Reaching - Extending hand(s) and arm(s) in any direction.

H. Pushing - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward exerting up to 20 pounds of force.

I. Pulling - Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.

J. Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.

K. Finger Dexterity - Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

L. Grasping - Applying pressure to an object with the fingers and palm.

M. Repetitive Motions - Substantial and continuous movements of the wrists, hands, and/or fingers.

N. Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

O. Hearing Acuity - The ability to perceive speech and other environmental sounds at normal loudness levels.

P. Visual Acuity - The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.