

**SCHOOL DISTRICT NO. 62 (SOOKE)**

**TITLE: AFTER SCHOOL CARE ASSISTANT**

**QUALIFICATIONS:**

1. High school Grade 12 graduation plus an additional program of up to one year or equivalent.
2. Patience with, and care for, students and a demonstrated aptitude for the work to be performed.
3. An ability to work well with other adults.
4. A desire to help children learn and interact appropriately.
5. Self-assurance with the ability to speak fluently and communicate well.
6. Appreciation of the confidential nature of all information relating to students, parents and teachers.
7. Holder of a valid Occupational First Aid – Level One Certificate.
8. Holder of a valid Food Safe Certificate

**RESPONSIBLE TO:** Administrative Officer and Community LINK Coordinator

**SUPERVISES:** N/A

**JOB GOAL:** To assist in providing a well organized, supervised after school care program environment.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists with setting up, supervising, and cleaning up the program.
2. Provides care and mature guidance to children in the program.
3. Dispenses first aid, if needed.
4. Prepares snacks and supervises snack time.
5. Ensures that VIHA Child Care Facility guidelines are followed.

**TERMS OF EMPLOYMENT:** Ten months.

EVALUATION

DATE: December 20, 2018

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Factor	Degree	Points	Substantiating Data
1. Knowledge	4	60	High school Grade 12 graduation plus an additional program of up to one year or equivalent.
2. Experience	3	45	Six months and over.
3. Judgement	3	30	The job requires adapting established methods or procedures. Work involves a choice of methods or procedures.
4. Mental Effort	3	30	Almost continuous periods of short duration; <b>OR</b> Frequent periods of intermediate duration; <b>OR</b> Occasional periods of long duration.
5. Physical Activity	3	18	Light activity of long duration; or Medium activity of intermediate duration or Heavy activity of short duration.
6. Dexterity	3	18	Job requires tasks that demand coordination of coarse movements, where speed is a major consideration; <b>OR</b> Coordination of coarse and fine movements, where speed is a moderate consideration; <b>OR</b> Coordination of fine movements, where speed is a minor consideration.
7. Accountability	4	40	Actions could result in serious loss of time or resources; <b>OR</b> cause significant embarrassment within the organization and have limited impact on its public image.
8. Safety of Others	2	16	Some degree of care required to prevent injury or harm to others.
9. Interpersonal Skills	3	30	Tact and discretion required to deal with or settle requests, complaints or clarification of information.
10. Disagreeable Conditions	3	30	Minor conditions of frequent exposure; or major conditions of occasional exposure.
TOTAL POINTS		317	

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On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

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Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_