



841 NE 22nd Ave., Camas, WA 98607

(360) 335-3000

An Equal Opportunity Employer

PSE OPENING 2009-2010 SCHOOL YEAR

Job: 2009-38
Date: October 23, 2009
Position: Para: Childcare Provider
Location: Camas Extended Day
Schedule: MTThF: 3:30-6:00 p.m., 2.5 hrs/ W: 1:10-6:00 p.m., 4.9 hrs; School Year Calendar Schedule

Qualifications:

- Minimum high school diploma or equivalent required.
- Must demonstrate appropriate use of written and oral English.
- Ability to work as a team member and a self starter.
- Demonstrate rapport with students.
- First Aid/CPR required.
- Must be willing to be flexible and do additional jobs as assigned.
- See attached job description.

Contract: Regular.

Salary: According to PSE Salary Schedule.

Inside Closing Date: **October 29, 2009** for applicants from within Camas School District.
Application may be made by submitting a signed Transfer Request to the Human Resources Department.

Outside Closing Date: Open until filled

Application Procedure:

1. Include a general cover letter of application summarizing your qualifications.
2. Complete a classified employment application form, inserts and materials as required in the application packet, including a resume.
3. Send materials to: Human Resources; Camas School District No. 117; 841 NE 22nd Ave.; Camas, WA 98607.

If the above materials have already been completed and are on file, submit to Human Resources a letter indicating your interest in being considered for this position. If you have questions, you may call between 7:30 a.m. – 4:30 p.m. Monday through Friday at (360) 335-3000.

Every effort is made to ensure that all employment decisions are administered in accordance with the principles of equal opportunity. The Camas School District No. 117 complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, religion, creed, national origin, gender, marital status, age, pregnancy, sexual orientation (including gender identity) the presence of a disability, or any other basis prohibited by law. Inquiries regarding compliance and/or grievance procedures may be directed to Rita Pakenen, Title IX/RCW 28A.640 compliance officer and/or Ralph Pruitt Section 504 Americans with Disabilities Act (ADA) coordinator.

All Employees are required to furnish proof of identity and employment authorization status. The Camas School District is committed to providing a drug-free, tobacco-free environment for all persons—students, community and staff. Any offer of employment with Camas School District is on a conditional basis pending the successful completion of a FBI and Washington State Patrol fingerprint background check.

Description

Position: Childcare Provider

Position Summary: Supervising preschool and school-age children. This individual will participate in the planning and implementation of art/craft activities as well as indoor/outdoor games.

- Qualifications:**
1. Must demonstrate appropriate use of written and oral English
 2. Minimum high school diploma or equivalent
 3. Can demonstrate previous successful experience working with school-age children in a group situation
 4. Demonstrated self-initiative
 5. Demonstrated organizational skills
 6. Demonstrated ability to follow directions

Reports to: Building Administrator or Designee

Tasks

1. Supervise groups of children maintaining a safe environment.

TECHNIQUE	Appropriate staff contacts.
TOOLS/EQUIPMENT NECESSARY	Whistle.
FREQUENCY	Daily.
PHYSICAL/MENTAL DEMANDS	Reading, writing, clear diction, adequate vision and hearing.

2. Operate and care for playground equipment used by Camas Childcare Center.

TECHNIQUE	Manipulation of equipment following manufacturer's guidelines. Return all equipment to designated areas.
TOOLS/EQUIPMENT NECESSARY	Jump ropes, balls, bats, tricycles, Frisbees, sand toys, wagons, etc.
FREQUENCY	Daily.
PHYSICAL/MENTAL DEMANDS	Reading and ability to follow directions. Walking, kneeling, ability to lift 50 lbs.

3. Assist with supervision of preschool children in room and cafeteria.

TECHNIQUE	Making appropriate contacts with children.
TOOLS/EQUIPMENT NECESSARY	None.
FREQUENCY	Daily.
PHYSICAL/MENTAL DEMANDS	Adequate hearing, sight, mobility, sound communication skills, ability to stand for extended periods of time.

4. Assist with supervision of school-age children in room and on playground while maintaining a safe environment.

TECHNIQUE	Making appropriate contacts with children.
TOOLS/EQUIPMENT NECESSARY	Whistle.
FREQUENCY	Daily.
PHYSICAL/MENTAL DEMANDS	Adequate hearing, sight, mobility, sound communication skills, ability to stand for extended periods of time.

5. Assist with supervision of children during earthquake and fire drills.

TECHNIQUE	Making appropriate contacts with children.
TOOLS/EQUIPMENT NECESSARY	Attendance clip board.
FREQUENCY	Once per month.
PHYSICAL/MENTAL DEMANDS	Adequate hearing, sight, mobility, sound communication skills, ability to stand for extended periods of time.

6. Keep bulletin boards and other displays up to date.

TECHNIQUE	Planning, cutting, stapling, drawing, designing, organizing, sorting, storing.
TOOLS/EQUIPMENT NECESSARY	Paper, scissors, glue, stencils, markers, student work, etc.
FREQUENCY	Daily.
PHYSICAL/MENTAL DEMANDS	Adequate hearing, mobility, minor reaching, ability to lift 50 lbs.

7. Attend and participate in team/department and staff meetings and training activities.

TECHNIQUE	Making appropriate contacts with staff.
TOOLS/EQUIPMENT NECESSARY	Inservice form, pen.
FREQUENCY	Once per month.
PHYSICAL/MENTAL DEMANDS	Adequate hearing, reading, sound communication skills.

Additional Performance Responsibilities:

1. Maintain a high level of ethical behavior and confidentiality.
2. Ability to establish rapport with children, their parents and staff.

Successful Performance Requires:

1. Ability to communicate effectively.
2. Strong organizational skills.
3. Self-initiative.
4. Ability to follow directions.
5. Strong regard for relationships with children and peers.
6. Punctuality.
7. A good sense of humor.
8. Ability to treat all children and staff with dignity.