



# Gervais School District

ESTABLISHED 1834

## Daycare/Pre-School Worker

**Classification: Nonexempt**

**Salary Range: \$13.50- \$17.83**

### **JOB GOAL:**

- To safely conduct program activities, while assisting the Day Care Lead Teacher with various tasks related to the program.

### **QUALIFICATIONS:**

- High school diploma or equivalent;
- Ability to communicate well with adults and children;
- Ability to conduct group activities in a fun, safe, and instructive atmosphere;
- Have a First Aid card, as requested by supervisor; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

### **REPORTS TO:**

- Designated supervisor.

### **PERFORMANCE RESPONSIBILITIES:**

- Attend regularly;
- Notify school/department when absent according to contract specifications; and
- Adhere to arrival, rest periods and departure times.

### **Responsibilities include but are not limited to the following:**

- Assist in set-up and clean-up of activities;
- Supervise small groups of children;
- Maintaining a safe environment for children and staff;
- Assist other workers in keeping the daily activities running smoothly;
- Responsibly interact with children and help create a friendly atmosphere;
- Attend staff trainings and program meetings as required; and
- Other duties as assigned.

### **PHYSICAL REQUIREMENTS:**

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling/lifting up to 40 lbs. of equipment, and fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

**TERMS OF EMPLOYMENT:**

- According to Board policy and procedures, master contract, and school calendar.

**EVALUATION:**

- Performance will be evaluated annually in accordance with Board policy and established procedures.

**OTHER:**

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

*Gervais School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex, or age in providing or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issue; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.*

*The Director of Special Services has been designated to coordinate compliance with these legal requirements and may be contacted at the Gervais Elementary School at 150 E. Douglas AVE, Gervais, OR 97026, Phone: 503-792-3803, ext. 1010.*

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Print Name

\_\_\_\_\_  
Date