



TITLE:		REPORTS TO:	
DEPARTMENT/SCHOOL:		CLASSIFICATION:	
FAIR LABOR STANDARDS ACT CLASSIFICATION:		WORK YEAR: HOURS:	
APPROVED: Board Commission		SALARY GRADE:	54

Participate in budget management activities including fee collection, independent contractors, invoicing and related matters; collect fees and record receipts; prepare related records and reports

Provide timely and informative communication among program staff, school staff, parents, independent contractors and others; conduct parent meetings; assist students with conflict management as needed

Attend a variety

Any combination equivalent to: two years of college level course work in child development, education or a related field and three years of increasingly responsible child care or other student instruction experience

Valid First Aid and CPR certificates issued by an authorized agency preferred

ENVIRONMENT:

Indoor/outdoor environments

Constant interruptions

Occasional evening meetings

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to communicate with students and parents

Seeing to observe students and read materials

Lifting, carrying, pushing or pulling up to 50 pounds

Standing and/or walking for extended periods of time

Bending at the waist, kneeling or crouching

HAZARDS:

Contact with dissatisfied or abusive individuals

Potential physical hazards involved in intervening in fights and other anti-social and violent behaviors

Exposure to blood, vomit, feces, urine and other body fluids and infectious diseases