

CITY OF SHAKER HEIGHTS
Position Vacancy Announcement
July 25, 2017

Job Title: Child Care Counselor (Part-time)
Department: Recreation
Salary Range: \$9.73 - \$13.41 hourly (starting salary dependent on qualifications)
Hours: 7 - 9 a.m. and/or 3 - 6:30 p.m., Monday through Friday

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate paraprofessional work providing before and after school care, supervision and developmental activities for children; assisting students to develop intellectual, social and physical abilities; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- ◆ **Implementing and supervising before and after school childcare activities; assisting and motivating children to achieve maximum potential; preparing and maintaining records, files and reports.**
- ◆ Assists in planning, scheduling and coordinating programs and activities for children before and after school hours;
- ◆ Sets up group activities, arts and crafts, board games, gymnasium activities, outdoor sports, etc.; takes attendance at school;
- ◆ Supervises children; ensures safety of children; mediates disputes between children;
- ◆ Completes attendance sheets and parent sign-in and sign-out forms;
- ◆ Consults with parents concerning problems with their children or concerns of children;
- ◆ Works with special education children; sets up programs to work on present skills and develop new skills;
- ◆ Prepares snacks for children; helps children with homework;
- ◆ Assists in planning and coordinating programs and activities;
- ◆ Refers parental concerns to Child Care Leader;
- ◆ Sets up and rearranges assigned areas for scheduled activities;
- ◆ Performs gym and cafeteria clean up and other duties as assigned;
- ◆ Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of child care practices and techniques; general knowledge of children's developmental and social growth expectations and needs; some knowledge of health, safety and first aid practices, methods and techniques; skill in working with children; ability to establish and maintain standards of behavior; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationship with parents, staff, associates and students.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school. Some college course work in early childhood education or related field and experience working with children preferred.

**The City of Shaker Heights does not hire external candidates who use
any form of tobacco or nicotine products.**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

PLEASE FILE APPLICATION AND/OR RESUME WITH THE CITY OF SHAKER HEIGHTS HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OHIO 44120. (APPLICATIONS ARE AVAILABLE ONLINE AT SHAKERONLINE.COM, AT THORNTON PARK AND ALSO AT CITY HALL). E-mail: human.resources@shakeronline.com

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