

**JOB DESCRIPTION**  
**Nebo School District**

**Instructional Technician - Lead Child Care**

**Purpose Statement**

The job of Instructional Technician - Lead Child Care is done for the purpose/s of organizing and directing age-appropriate activities for school age students; preparing and serving snacks; providing assistance with homework; providing assistance with homework and assisting in maintaining a clean and safe learning environment for students.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the building Principal

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**Essential Functions**

- Assists the site supervisor with lesson planning and/or age appropriate activities by working with individual or small groups of students (e.g. games, art, music, science, language, nutrition, playground, washing hands, etc.) for the purpose of presenting and/or reinforcing learning concepts and by caring for student's needs.
- Assists infants and toddlers (e.g. diapering, potty training, feeding, etc.) for the purpose of caring for students needs.
- Distributes instructional and/or play materials for the purpose of providing students with necessary items and assisting the site supervisor in the classroom.
- Maintains classroom equipment, work areas, student files/records (e.g. instructional materials, cleaning work area, kitchen area, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors student behavior (e.g. snack time, group or individual games, playground activities, quiet time, field trips, classroom, homework time, etc.) for the purpose of ensuring student compliance with established rules and maintaining a safe and positive learning environment.
- Organizes indoor/outdoor, quiet/active activities appropriate to age group for the purpose of actively participating in the learning activities with children.
- Prepares snacks, lunches, bottles, food, etc. for the purpose of feeding infants and toddlers and ensuring they receive proper nutritional items to meet the federal and state guidelines.
- Promotes good habits for the purpose of improving the quality of students outcome and encouraging student development.
- Responds to inquiries from a variety of sources for the purpose of resolving issues, providing information and/or direction.
- Transfers children directly from/to parents or designee for the purpose of ensuring safety of children and meeting the District requirements.

**Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations and/or laws; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; and stages of child development.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; and working flexible hours; Have the Ability for regular and reliable attendance.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 20% walking, and 50% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

Experience Job related experience is desired.

Education Targeted, job related education with study in job-related area.

Equivalency .

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt

