

## UNION PUBLIC SCHOOLS JOB DESCRIPTION

**Job Title:** Extended Day Program (EDP) Assistant Supervisor Master Teacher  
**Department:** Extended Day Program  
**Reports to:** Supervisor of EDP at Site; EDP Assistant Coordinator; EDP/Community Education Manager

**FLSA Designation:** Non-exempt

**SUMMARY:** Under the direction of the Extended Day Program Supervisor. Assist in the operation of the Extended Day Program at assigned site.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Observes, and ensures the safety of children enrolled in the program.
- Maintains a safe environment for the children at all times. At times this requires the employee to pursue or contain a child in order to prevent or eliminate eminent danger to the child or others.
- Follows recommendations of Extended Day Program concerning curriculum design.
- Complies with Department of Human Services/STARS requirements, i.e. postings, emergency phone numbers, evacuation plans, portable clipboard postings etc.
- Completes 20 hours staff training, as required by the Department of Human Services. (DHS/STARS Program requirements).
- Assists in day-to-day maintenance of the Extended Day Program.
- Follows the Extended Day Program curriculum and activities for Extended Day participants.
- Assists in planning individual and group activities to stimulate growth in language, social and motor skills such as learning to listen to instructions, playing with others, and using play equipment.
- Plans and implements weekly activities involving science, math, art, cooking, music, drama, special themes, etc., using Early Learning Guidelines (OKDHS publication) criteria.
- Participates in games and activities including 1 physical activity per day using gross motor skills.
- Provides appropriate climate to establish and reinforce acceptable behaviors, attitudes and social skills.
- Communicates regularly with parents through a variety of methods, such as calendars of events, notes, phone calls and individual parent conferences.
- Works well with supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Assists with overseeing EDP Assistants and substitutes as directed by EDP Supervisor.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** Assists supervisor as needed; supervises other staff and gives direction as necessary; assures compliance of program with all DHS regulations; provides necessary supervision in the absence of the supervisor.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,*

*EDP Assistant MI  
Created 11/2005  
Revised 2/2008  
Revised 8/2012  
Revised 5/2014  
Revised 12/2015  
Revised 8/2022*

*skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**WORKING HOURS:** Morning and/or Afternoon. As assigned by Extended Day Program Manager.

**EDUCATION and/or EXPERIENCE REQUIREMENTS:** The EDP Assistant w/ Master Instructor certificate of a part-day/school-age program is required to be at least 19 years of age and have one or more of the following:

- a) A high school diploma or general education degree (GED) and an Occupational child care competency certificate for master teacher/lead teacher;
- b) A high school diploma or GED and current CDA (Child Development Associate) or CCP Credential;
- c) 30 college credit hours with 15 college credit hours in child development, elementary education, recreation or closely related subject (coursework subject to approval by the OU Center for Early Childhood Professional Development and DHS Stars Specialist);
- d) Four year degree from an accredited college/university with 6 college credit hours in child development, early childhood education, elementary education, recreation or closely related subject (coursework subject to approval by the OU CECPD and DHS);
- e) Two- or four-year degree from accredited college/university in child development, early childhood education, elementary education or recreation or other coursework that supports working with children, families and the community;
- f) A valid teaching certificate in child development, early childhood or elementary education from the Oklahoma State Department of Education;

**CERTIFICATES, LICENSES, REGISTRATIONS:** Required and may be obtained upon employment: CPR/first aid, food handler's permit; plus within first year of employment, CECPD (Center for Early Childhood Professional Development) Oklahoma Registry/Professional Development Ladder must be obtained; If CDA, must be maintained current.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students and parents.

**MATHEMATICAL SKILLS:** Ability to add and subtract two-digit numbers and to multiply and divide by 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY:** Ability to apply common sense to carry out instructions furnished in written, oral or schedule form.

**OTHER SKILLS and ABILITIES:** Ability to develop and maintain effective working relationships with students, staff and the school community; able to communicate in both written, oral and email forms. Ability to use Kronos timekeeping and web-based staff development programs. Ability to perform with awareness of all District requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit and pick things up from the floor. Occasionally, the employee will bend or twist at the neck more than the average person. While performing the duties of the job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people. The employee must have the mobility to pursue or contain a child in order to prevent or eliminate danger to the child or others; as well as the ability to play gross motor games with children.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud.