

TITLE: Horizons Caregiver

FLSA: Non-Exempt

QUALIFICATIONS:

1. High school diploma or GED.
2. Must complete 10 hours of approved in-service training per year and all applicable trainings required by the district
3. Must complete or have CPR & First Aid certification within the first ninety days of employment
4. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO: Site Coordinator

<u>JOB GOAL:</u> Provides support for a safe, challenging and rewarding experience for Horizons students.
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PERFORMANCE RESPONSIBILITIES: * Essential Performance Responsibilities

- * 1. Provides supervision for Horizons students, as directed
- * 2. Leads student activities using the set student to adult ratio while maintaining the safety and welfare of the student in Horizons.
- * 3. Assists in storage, disbursement, and inventory of materials and supplies.
- * 4. Prepares the daily snack for distribution to participating students.
- * 5. Maintains a clean and safe environment for Horizons students.
- * 6. Works flexible hours necessary for the efficient operation of the department.
- * 8. Utilizes current technology, as appropriate, to perform job functions and participates in training programs offered to increase technology skill level, job proficiency, current trends, and best practices relevant to the area of responsibility.
- * 9. Performs related duties as directed.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

PHYSICAL REQUIREMENTS:

Tasks require the ability to exert somewhat strenuous effort in work involving moderate physical activity typically involving some combination of standing; walking; reaching with hands and arms; kneeling; crawling; climbing; balancing; bending; crouching or twisting. While performing the duties of this job, the employee must occasionally lift and/or carry, push and/or pull up to 25 pounds. Manual dexterity is required.

SENSORY REQUIREMENTS:

While performing the duties of this job, tasks require oral communication ability; the ability to perceive and discriminate sounds; visual perception and discrimination; and the ability to distinguish color.

WORK ENVIRONMENT:

While performing the duties of this job, tasks are regularly performed with exposure to adverse environmental conditions, such as outdoor weather conditions and noise.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.