

Location:

Atkinson Elementary School

Closing Date:

Until filled

Base Rate of Pay:

Kids Club Program Leader for the 2023-24 school year is \$22.00 an hour.

POSITION TITLE: Kids Club Program Co-Leader (Working with 1 other Co-Leader)

NUMBER OF HOURS PER DAY: Monday through Friday during the 2023-2024 school year. Hours may vary throughout the week. This position includes 30 hours per week in the summer months.

START AND END TIMES: Start and end times may vary depending on student needs throughout the year.

POSITION DESCRIPTION:

- Interact with parents daily or as needed to relay information about his or her child's time in the program.
- Maintain records for each child, including health/emergency forms, food allergy forms, medication records, and attendance.
- Review and be aware of special circumstances, including health concerns, food allergy plans, custody issues, etc.
- Oversee arrival and departure of children.
- Maintain and enforce the safety and security of the children. Accountable for timely and accurate attendance counts and continual monitoring of the environment to ensure safety.
- Follow up on missing children, keep head counts.
- Maintain records for hours and days attended by each child.
- Maintain program approved staff to child ratios.
- Train and orientate other staff members in the Kids Club program.
- Provides supervision and work-related guidance to Kids Club assistant leaders and student assistants.
- Advise the Community Education Director of problems, needs and adjustments regarding the program, staff, and/or children and their families. Provide feedback to the Community Education Director about employee job performance as needed.
- Check school email and respond in a timely manner.
- Ensure that each child and all areas of the school are adequately supervised at all times, and be aware of what is happening in other areas. Assign assistant leaders and student assistants as needed to accomplish the same.
- Plan and prepare activities for assistant leaders and Sr. Leaders to implement. Active participation in daily activities (group games, crafts, science, cooking, computer lab, gym, outdoor activities, dramatic play etc.) as time allows.
- Model appropriate behavior. Encourage children to develop positive social relationships. Intervene as appropriate using strategies such as peer mediation, conflict resolution, problem solving and/or other behavior management techniques.
- Comply with District and Kids Club policies and procedures, including but not limited to emergency procedures, building orientation, confidentiality, student vulnerability, reporting and classroom management.

Prepare equipment and materials for activities, arrange the program areas as necessary - including set-up, and cleanup of supplies, equipment and program areas, as well as the preparation of snacks. Notify custodial staff about equipment that needs repair or replacement or supplies that need to be purchased.

- Understand and maintain boundaries and confidentiality with students, families and staff.
- Participate in staff development activities and site and staff meetings, as required.
- Maintain a high level of fairness, confidentiality, respect and equity for all students, staff and families.
- Work with all children in the program including leading field trip activities and behavior management.
- Arranges for/serves appropriate snacks/meals, where applicable.

REQUIRED QUALIFICATIONS:

- High school diploma or equivalent.
- Must successfully pass a criminal background.
- Must be able to lift 40 lbs. or more and stand for long periods of time.
- Must complete First Aid and CPR within the first 6 months of employment.
- Ability to provide services to students as directed by elementary principal in a manner that demonstrates a positive respect for the dignity and basic rights of children. Ability to accept work direction willingly and to shift work assignments/job responsibilities as needed.
- Ability to model appropriate behavior, neat appearance and proper grammar usage for all students.
- Willingness to participate in district-sponsored training when offered and pursue training opportunities pertaining to the childcare field.
- Ability to perform routine computer functions including the use of e-mail, Microsoft Office products and navigating the internet.
- Ability to consistently maintain prompt, regular and reliable attendance.
- Ability to communicate with students, parents, co-workers, supervisors and the community in a positive and responsive way that is welcoming and enhances effective work relationships.
- Proven teamwork, confidentiality and communication skills.
- Must be enthusiastic and dedicated. Must possess a strong commitment to working with children as well as in a team atmosphere.

DESIRED:

- Experience in formal child-care setting.
- Experience utilizing behavior management techniques.
- Demonstrates knowledge of basic academics and behavior characteristics of elementary students.
- Experience supervising others
- Type III Certification for student transportation for summer activities