

JOB DESCRIPTION

TITLE: GROUP LEADER, AFTER-SCHOOL/SUMMER CAMP PROGRAMS

Qualifications

1. Experience with teaching and supervising children (K-5th grade) in a recreational and educational setting
2. At least 18 years of age
3. High school diploma
4. Such alternatives or additional qualifications as the Board/Administration may find appropriate and acceptable

Reports to:

Site Director, Assistant Site Director, Program Supervisor and/or Director

Supervises:

All students as assigned, volunteers, substitutes

Personnel Requirements:

1. By the first day of employment the employee should have on file at the administrative office:
 - a. Application for employment
 - b. Criminal Record Check
 - c. TB test results, dated and signed by a medical practitioner licensed in NC
2. Staff Medical Report within 30 days of the first day of employment
3. Documentation of participation in staff orientation on file in the administrative office within first six weeks of employment
4. Documentation of Basic School-Age Care (BSAC) Training completed within 60 days of employment

Duties and Responsibilities:

1. Program Responsibilities
 - a. Works with a specific group of children as assigned by the Site Director; teaches and supervises those children in program activities and on field trips
 - b. Plans and organizes a variety of enriching and age appropriate program activities and in accordance with the NC Child Care Licensing Requirements
 - c. Provides an environment that insures the safety and well being of all students
 - d. Participates in all staff meetings
 - e. Performs other duties as assigned by supervisor
2. Staff Development
 - a. Completes required staff orientation and BSAC Training by designated dates
 - b. Completes OSAHA, Diabetes and Managing Behavior I&II training modules by designate date
 - c. Completes required number of annual staff development hours by designated date
 - d. Becomes certified in CPR, SFA or Playground Safety as required by the program

Terms of Employment

After-School Program (regular school year): Ten months, part-time; hours determined by program needs

Optional summer employment: Six or seven weeks, part time

Salary is established according to adopted schedule

Evaluation

Performance evaluated annually in accordance with provisions of the program's policy on Evaluation of Classified Personnel

JOB DESCRIPTION

TITLE: SITE DIRECTOR, AFTER-SCHOOL/SUMMER CAMP PROGRAMS

Qualifications

1. Bachelor's Degree in Child Development, Elementary Education, Recreation Administration or related field
2. One year administrative experience
3. Successful teaching/directing experience in a formal setting, child care center or recreational department
4. CPR/Standard First Aid/ Playground Safety training highly desirable
5. Such alternatives or additional qualifications as Board/Administration may find appropriate and acceptable

Reports to:

Director of program

Supervises:

Assistant Site Directors, Group Leaders, students, volunteers and substitutes

Personnel Requirements

1. By the first day of employment the employee must have on file at the administrative office:
 - a. Application for employment
 - b. Criminal Record Check
 - c. TB test results, dated and signed by a medical practitioner licensed in NC
2. Medical Report within thirty days of the first day of employment
3. Within first six weeks of employment, the employee must have on file in the administrative office:
 - a. Documentation of participation in required staff orientation
 - b. Documentation of completion of CPR, SFA and Playground Safety certification
4. Documentation of Basic School-Age Care (BSAC) Training completed within sixty days of first day of employment
5. Documentation of OSHA, Diabetes and Managing Behavior I&II Training completed within first month of employment
6. Completes required number of annual staff development hours by designated date

Duties and Responsibilities

1. Program Responsibilities
 - a. Child Care Licensing Requirements
 - b. Assures adherence to policies relating to the operation of After-School and Summer Camp programs in this school system
 - c. Provides an environment that insures the safety and well being of all students and staff
 - d. Provides an environment that meets and accommodates the individual mental, physical, emotional and social developmental needs of children
 - e. Provides age-appropriate materials to support daily activity plans
 - f. Plans, directs and evaluates full-day school-age care program on all Teacher Workdays
 - g. Plans and implements field trips for all students
 - h. Solicits, assesses and implements student, parent and staff ideas for program activities
 - i. Utilizes school, program and community resources to enhance program goals and provide enriching activities for students
 - j. Compiles and distributes four site newsletters annually
 - k. Assists Program Supervisor with updating and developing program packets
2. Administrative Responsibilities
 - a. Directs the After-School/Summer Camp sites in accordance with school rules
 - b. Implements creative and challenging daily activities that foster a positive environment for

students in grades K-5

- c. Supervises Assistant Site Directors, Group Leaders, volunteers and substitutes
- d. Provides positive, professional role modeling in teaching and directing
- e. Prepares and posts daily activity plans in accordance with child care requirements
- f. Assists in the selection and training of Assistant Site Directors, Group Leaders and substitutes
- g. Counsels staff as needed
- h. Follows program policies for managing student behavior
- i. Monitors and approves staff time sheets
- j. Holds weekly staff meetings
- k. Counsels students as needed to ensure program continuity
- l. Monitors program on a daily basis and evaluates program effectiveness periodically
- m. Evaluates staff performances annually
- n. Attends weekly Site Director meetings
- o. Maintains district health and safety guidelines in accordance with OSHA standards
- p. Develops and follows appropriate procedures for emergency situations
- q. Cooperates, collaborates and communicates frequently with the school's principal, teachers and PTA to provide efficient, effective programming and to build strong relationships with school personnel
- r. Organizes and directs site-based After-School Advisory Committee of parents, staff and students
- s. Utilizes financial resources efficiently and effectively, monitors expenses and maintains accurate records.
- t. Reports building/equipment repairs to the administrative office and school principal
- u. Conducts monthly fire and tornado drills; maintains records of drills
- v. Maintains current student medical and emergency records
- w. Maintains student attendance records
- x. Performs other duties as assigned by the Program Director

Terms of Employment

After-School Program: Ten months, full-time, hours determined by program requirements

Summer employment: Seven weeks, full-time, hours determined by program needs

Salary is in accordance with adopted schedule

Evaluation

Performance will be evaluated annually in accordance with provisions of the program's policy on evaluation of classified staff

February 2011