AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**PART TIME SITE GROUP LEADER**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**P/T IS 3**	DUTY DAYS:		DATE REVISED:	**04/23/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent is required. Experience working with children is preferred. Incumbent must have current first aid and cardio-pulmonary respiration (CPR) certification and maintain certifications on a yearly basis. CPR/1st AID may be obtained after hire. Incumbent must attend 15 hours of staff development training annually, as required by the Texas Department of Health and Human Services.

SKILL REQUIREMENTS:

This position requires knowledge of the Texas Department of Health and Human Services (TDHHS) Child Care Licensing Division Minimum Standards for School Age and Before or After School Programs. If working in a child development center with infants and toddlers, the incumbent must have knowledge of the TDHHS Minimum Standards for Child Care Centers and the National Association for the Education of Young Children (NAEYC) standards. If the program is a Workforce Vendor, the incumbent must have knowledge of the Workforce Rising Star standards. This position requires skill in leading and supervising a group of elementary age children. If working in a child development center, the position requires caring for and supervising a group of infants and toddlers. The incumbent will plan curriculum or enrichment activities for small groups under the leadership of the Licensed Site Supervisor. This position requires that the employee must have the ability to communicate and collaborate effectively with others and must be able to work in a team-based environment. This position requires the ability to acquire knowledge of positive guidance techniques and developmentally appropriate behavior and milestones. Employees must have the ability to prepare lesson plans and imaginative group activities and work with groups of young children in a positive manner. Employees in this position must be able to relate to children and adults with courtesy, respect, acceptance, and patience. Knowledge of District, campus, and Third Base Program operating procedures and guidelines is required. Incumbent should be familiar with Outlook, Microsoft Suite, and other programs and have the ability to work within these computer programs.

JOB PURPOSE AND RESPONSIBILITY:

This position will supervise elementary students in a state licensed childcare program at one or more District campuses. This position is responsible for leading children through daily planned activities and ensuring compliance with TXDHHS minimum standards. All work must be done in accordance with Austin ISD policies and procedures as well as TDHHS Minimum Standards (e.g., safety rules)

ESSENTIAL FUNCTIONS:

- Coordinate program details and daily activities with the Third Base Licensed Site Supervisor in order to meet the needs of students.
- Plan and prepare age-appropriate activities for use during program hours.
- Comply with all District policies, procedures, laws, and State/Federal regulations, TXDHHS Minimum Standards, and Third Base Program policies and procedures.
- Consult regularly with Third Base Licensed Site Supervisor to discuss areas of success and improvement.
- Ensure a safe and proper environment for children by following the AISD safety requirements.
- Supervise children at all times using appropriate visual and/or auditory awareness and physical proximity.
- Lead children through daily program activities.

- Assist in the supervision of children to ensure safety and security.
- Understand child behavior techniques and proactively manage student behaviors as they arise.
- Attend and complete at least 15 hours of staff development training annually, required by the Texas Department of Health and Human Services.
- Demonstrate competency, good judgement, and self-control in the presence of children and when performing assigned responsibilities. Relate to children with courtesy, respect, acceptance, and patience.
- Assist the Licensed Site Supervisor in setting up daily program curriculum for the students and clean up daily to make way for the following day activities.
- Interact with children in a positive manner and be aware and knowledgeable about the children assigned under the program supervision.
- Assist in managing supply inventory and request supplies and materials as needed.
- Assist the Supervisor in keeping accurate student attendance using approved program software.
- Provide information to the Supervisor to ensure accurate records and ensure staff files are always up to date.
- Assist Supervisor with the preparation of parent meetings to discuss children's behaviors, and parent concerns.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Work is generally conducted on a campus environment (cafeteria, gym, classroom) depending on available space or activities assigned (e.g., field trips and recess may require activities outdoor). This position may involve possible exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

Incumbent works under the supervision of the appropriate supervisor of the department. Incumbent will have interactions with other Third Base program staff. Incumbent may have interactions with teachers and administrators in order to receive instructions and feedback, assist in planning, discuss children's progress, address questions and concerns, and provide positive guidance. Incumbent will have contact with students to monitor behavior, provide instruction, give guidance, and serve as an appropriate role model.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	