

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Morning Supervisor – Kids Plus Before & After School Program

Qualifications:

1. High school diploma or equivalent
2. Experience working with children 5-12 years of age
3. Good human relations and communication skills
4. Ability to be flexible to meet the needs and interests of children
5. Knowledge of developmentally appropriate behavior of children
6. Management and organizational skills
7. Reliable transportation
8. At least six credit hours of Child Development course work (preferred)

Reports To: Program Director or designee

Supervises: N/A

Objective: To ensure implementation of quality morning programming and effective operation of the site

Performance Responsibilities:

- A. Is punctual and attends work daily
- B. Closely supervises students at all times
- C. Establishes an orderly procedure, in cooperation with Program Administration, to carry out Kids Plus at each school offering a before school program (serving of food, disposal of food, recess, etc.)
- D. Provides guidance for the daily operation of the program site
- E. Uses appropriate discipline and guidance techniques
- F. Communicates frequently with parents/guardians and provides feedback and information regarding their children and program activities and events
- G. Maintains appropriate program records including databases, receipts, attendance, sign-outs, etc.
- H. Attends all required staff meetings and in-person trainings and completes all mandated online trainings
- I. Completes daily attendance report
- J. Contributes quality information to the monthly newsletter
- K. Maintains open line of communication with Program administration regarding daily operation of the program
- L. Performs Assistant Site Manager or Recreation Leader duties as assigned by Program administration
- M. Performs other related duties, as assigned

Terms of Employment: At-Will position, compensated at an hourly rate as approved by the Board of Education

Evaluation: Performance will be evaluated in accordance with the District's plan for evaluation of Kids Plus staff

FLSA Status: Non-Exempt

Status: Created June 15, 2021