

CHISAGO LAKES SCHOOLS, ISD #2144

TITLE: Assistant Program Supervisor
(Kids Club Connection)

QUALIFICATIONS:

1. Minimum of two years experience in the direct supervision of children.
2. Experience in programming daily activities for children.
3. Show an interest in working with children. Have a pleasant manner.
4. Must be 18 years or older.
5. Able to lift 50 pounds.
6. Demonstrated aptitude for the work performed.
7. Any additional qualifications as the Community Education staff may find appropriate and acceptable.

REPORTS TO: Program Coordinator and Program Supervisor

1. Provide warm, caring environment for children.
2. Provide a safe environment with a variety of fun activities.
3. Provide a program designed to help meet the needs of working parents whose children need care before and after school.
4. Attend staffing conferences when appropriate.
5. Fulfill needs as they arise as determined by the Community Education staff.
6. Arrive on time and leave the room as it was upon arrival.
7. Provide an innovative program that meets the needs of all the children enrolled in Kids Club Connection.
8. Maintain confidentiality as per mandated data privacy laws.
9. Other duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of noncertified personnel.