

POSITION DESCRIPTION

Position:	School Age Care Lead Program Assistant
Purpose:	To provide guidance and supervision of preschool - 5th grade students, consistent with program standards. Build positive relationships with children, program and school staff and families. Assist in activity and program planning.
Primary Customers:	Internal: District staff. External: Students, parents, and community
Position Qualifications:	Education/Certification: <ul style="list-style-type: none">• Two years of post-secondary education in Child Development, Education, or a related field preferred. Experience: <ul style="list-style-type: none">• One year successful experience working with preschool - 5th grade children in a childcare or education setting. Qualifications: <ul style="list-style-type: none">• Ability to work as a collaborative team, work with children ages 5-12, and support school-age care staff.• Personal dependability and initiative.• Excellent written, oral and interpersonal skills.• Ability to plan and oversee appropriate activities for children.• First Aid and CPR Certification.

All positions are designed to support the **MISSION** of the Eden Prairie School district:
Inspiring Each Student Every day.

Essential Responsibilities:

1. Supports in the implementation of the school age care program, and in the support of out-of- school-time programming at the site level in accordance with quality assessment tools.
2. Promotes a positive image of the program by maintaining open and positive communication between out-of-school-time (OST) staff, school personnel, families and the community.
3. Daily presence floating in programming: Check in on programming, staff, and students. Get to know children and families. Respond to walkie calls and support programming as needed.
4. Bus duty: Support busses for morning and afternoon sections as needed.
5. Provide coverage as needs arise throughout each session.
6. Ensure the safety, security, and well-being of all students, following established safety procedures.
7. Respond to the health and special needs of children, ensuring all children are provided necessary accommodations to be successful.

8. Assist in performing other tasks and assignments as delegated by the Program Lead and Program Supervisor, such as, but not limited to: snack preparation, daily attendance, curriculum activities, bulletin boards, gym activities and specialty clubs.
9. Other duties as assigned.

Standard Measures of Accomplishment:

1. Students are well supervised and safe and enjoy a high-quality program.
2. Activities are engaging and meet the developmental needs of children.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modifications to reasonably accommodate individuals with a disability.

Terms of Employment:

Classification Number: MSEA 2

Hours/Week: 6:15am-school start time and end of school time-6:00pm

Days/Year: 172 days/year

Evaluation: A continuous performance improvement process will be developed with the supervisor.