

POSITION DESCRIPTION

Position: Eagle Zone Program Lead – 12 Month

Purpose: Directly supervises youth on-site and assists in daily work direction of staff members during program hours, including independent work direction of staff when the Program Supervisor is not on site. Assists in the implementation of the Eagle Zone school age care program, and in the support of out-of-school-time programming at the site level in accordance with quality assessment tools.

Customers:
Internal: Eden Prairie Schools staff
External: Students, parents, and community

Position Qualifications: **Education/Certification:**

- Degree in early childhood, school-age education or related field, preferred.

Experience:

- 3 years' experience working with youth preferred, but not required.
- 2 years working with youth specific to a school-age care setting, preferred.

Qualifications:

- Successful experience working with children in groups ages 3-15 years.
- Experience in providing work direction to staff, training and development.
- Proven experience in building relationships with families, school staff, youth and other stakeholders
- A proven commitment to supporting diversity and inclusion in youth programs.
- Evidence of strong written, oral and interpersonal communication skills.
- Proven organization skills related to activity based learning and delivering high quality school-age care programming.
- Experience working with children with special needs and an understanding of developing accommodations for youth from diverse backgrounds.
- Demonstrated competency in conflict resolution, crisis management skills, commitment to multicultural, gender fair and disability awareness.

- Ability to encourage shared leadership, teambuilding and collaborative working relationships within the site, building and overall program.
- Dependable and reliable proven through a track record of performing job duties at a high level.
- Knowledge of developmental needs of youth.
- Required to mediate and problem solve using critical thinking skills.
- Required to work independently and take initiative.
- Required to become First Aid and CPR certified.
- Works professionally as a team member.
- Knowledge and understanding of quality assessment tools.
- Maintains a personal plan of professional development in compliance with district and program goals and outcomes.
- Ability to learn and adapt to technology as it is related to programming.

Position is designed to support the MISSION of the Eden Prairie School District.

Inspiring Each Student Every Day

Responsibilities:

1. Provides work direction to part-time staff during program hours, including before/after school programming and non-school day full day programming.
2. Create and deliver opportunities for children to succeed both academically and socially through the collaboration of the school and community resources.
3. Ensure a safe and secure program area, including the monitoring of all activities and oversight of program environment
4. Serve as the first line of crisis management for first aid, weather, and high risk situations during before and after school time.
5. Provide a secure and inclusive environment in which all children may explore the world around them and explore their individual interests
6. Responsible for the distribution and administration of student medication as needed.
7. Ensure that staffing needs are met to provide required ratio standards during all hours of programming. This includes a ratio of 1 adult to every 15 children for kindergarten and older (Determined by MAAP accreditation standards).
8. Provide opportunities from which all children learn to make choices that contribute to both their growth in lifelong learning skills and their development into becoming respectful and responsible adults.
9. Support families by providing community resources and attending community outreach events.
10. Foster the individual growth and development of all children and youth.
11. Provide children with new experiences and involvement in their community.

Assists Program Supervisor in:

1. Overseeing school age care program development and operations during direct contact program hours.
2. Developing and implementing an effective, enriching, and inclusive environment and curriculum.
3. Maintaining a fiscally sound site budget.
4. Training and evaluating site staff and assisting in implementing staff development and team work.
5. The overall supervision of children including tracking student movement to ensure that all program areas meet staffing ratio standards.
6. Developing effective guidance policies for all children regardless of ability or special needs.
7. Establishing effective communication with children, their families, school age care and school staff and members of the community.
8. Directing the development, implementation and evaluation of the school age care site.
9. Understands the school age care/OST program philosophy.
10. Assist in planning culturally sensitive, developmentally appropriate activities.
11. Assist in performing other tasks and assignments delegated by the Program Supervisor, such as, but not limited to; snack preparation, daily attendance, curriculum activities, bulletin boards, gym activities and specialty clubs.
12. Promotes a team concept through active participation in site level meetings, staff training, on going coaching and positive role modeling.
13. Promotes a positive image of the program by maintaining open and positive communication between out-of-school-time staff, school personnel, families and the community.
14. Supports program participants with special needs. Including but not limited to; toileting or intervention in escalated situations.
15. Ensure the safety, security and well-being of all students, following established safety procedures.
16. Respond to health and special needs of children, ensuring all children are provided necessary accommodations to be successful.
17. Other tasks and responsibilities as delegated by Program Supervisor and/or Director of Youth Programs.

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

Terms of Employment:

Classification:	CLASS Level 6
Hours/week:	40 hours/week
Rate of Pay:	Per CLASS Contract
Duration of Employment:	260 days per year

Working conditions are determined by written contract between the Classified Administrative and Support Staff (CLASS) and the Eden Prairie School District.

Evaluation

A continuous performance improvement process will be developed with the supervisor, the Community Education Program Supervisor on site.