



## Edina Public School Position Description

### Section I: General Information

<b>Position Title:</b> Kids' Club Lead	<b>Department:</b> Community Education
<b>Immediate Supervisor: Program Director</b> Kids' Club Program Manager	<b>FLSA Status:</b> Non-Exempt
<b>Position Summary:</b> With the focus to support and advance the Edina Public Schools' mission, vision and core values, the Kids' Club Lead supports the program specialist and site lead in the safe supervision of youth and the planning and implementation of daily programming.	

### Section II: Essential Duties and Responsibilities

Supervises and supports students during programs and special events before and after school.

- Ensures the safety, security, and well-being of students at Kids' Club.
- Performs typical tasks required of a personal care assistant as needed including but not limited to dressing, diapering, toileting, feeding, etc.
- Follows student confidentiality guidelines and procedures as established by policy and law.
- Engages with students by learning names, interacting, and forming relationships.

Works with Community Education staff to develop programs and activities.

- Assists in the development and implementation of childcare activities consistent with the philosophy and objectives of the program. Identifies and implements potential program and activity adaptations for students with disabilities.
- Collaborates with colleagues and supervisors to review activities and help develop new ideas.
- Ensures inclusivity of all activities and program environments, verifying that activities are accessible to all students and for all abilities.

Provides administrative support as needed.

- Maintains a clean, healthy, safe, and welcoming environment for youth and staff.
- Fosters positive communication by providing staff and families with information regarding student activities.
- Assists with maintaining accurate and up-to-date student records.
- Maintains up-to-date certification guidance and records at the site level.
- Represents Kids' Club in a positive, warm, and friendly manner.

Performs other duties of a comparable level or type, as required.

- Communicates the district's vision, mission, core values and beliefs and provides professional expertise and assistance to individuals, other district staff, and the community.
- Attends training sessions, conferences, seminars, district, and departmental meetings as required. Keeps abreast of changing developments, trends, and technologies.
- Attends work regularly and punctually.

### Section III: Essential Skills Required to Perform Position Duties

- Building effective, collaborative relationships with students, staff, administration, families, and other community stakeholders.
- Ensuring the use of culturally competent practices to meet the needs of each and every student.
- Providing exemplary customer service to internal and external customers.
- Following written and verbal directions and working independently.
- Prioritizing tasks and performing work duties requiring attention to detail and accuracy.
- Applying district software applications and computer systems.
- Using professional judgment while handling issues in accordance with policies and procedures.
- Maintaining strict confidentiality in matters involving private student educational data.

### Section IV: Minimum Work Requirements

<b>EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required for the position.</b>	High school diploma or equivalent.
<b>LICENSE/CERTIFICATION REQUIREMENTS:</b>	The following certifications and training are required upon hire or within six months of employment: CPR, First Aid, and Crisis Prevention Intervention (CPI), DHS Certification.

### Section V: Physical Position Requirements

Physical Activities									
Amount of Time Spent	None	33% Occasionally	34-67% Frequently	68-100% Continuously	Physical Lift, Carry, Exert	None	33% Occasionally	34-67% Frequently	68-100% Continuously
Stand			x		Up to 10 pounds			x	
Walk			x		Up to 25 pounds		x		
Sit		x			Up to 50 pounds	x			
Use hands to finger, handle or feel				x	Up to 100 pounds	x			
Reach with hands and arms			x						
Climb or balance		x							
Stoop, kneel, crouch or crawl			x						
Talk or hear				x					
Taste or smell	x								

**Classification History:** Job description created by ISD 273 Human Resources 1.2023.