

Job Description

Francis Howell School District

Vacation Station Facilitator

Purpose Statement

The job of Vacation Station Facilitator is done for the purpose/s of assisting Program Coordinator and Assistant Program Coordinator in planning and in supervising school-age program at the elementary school site.

This job reports to Vacation Station Program Coordinator

Essential Functions

- Administers medications to students as needed and/or as assigned for the purpose of attending to specific health needs and ensuring all program and regulatory standards are met for the well-being of students.
- Attends meetings, workshops, and other activities planned by the Coordinator for the purpose of conveying and/or gathering information required to perform functions.
- Communicates and practices emergency plans for each center for the purpose of increasing awareness of the process should an emergency occur.
- Maintains program quality in the Vacation Station Program with concentration in interactive techniques and classroom activities (e.g. imagination, exploration, creation, communication, recreation areas, role playing, etc.) for the purpose of ensuring all students re academically challenged and implementing the program model for optimal success.
- Monitors children at all times for the purpose of keeping them physically and academically engaged.
- Prepares and organizes the classroom environment and activities on a daily basis (e.g. hands on learning activities, self expression activities, activities for student interactions with other students, etc.) for the purpose of monitoring students engagement; introducing appropriate socialization with peers; and modeling positive behaviors using positive guidance techniques.
- Reviews all records and reports required by Vacation Station for the purpose of ensuring completeness and accuracy of documentation.
- Reviews and modifies the services and activities provided in the Vacation Station Program for the purpose of providing an environment with program activities that are safe, fun and educational for children.
- Reviews emergency evacuation plans and training for all center staff for the purpose of increasing awareness of the process and practices that are in place for the safety and well-being of students and staff in accordance with district protocol.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; business telephone etiquette; office practices and procedures; and stages of child development/ behavior.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 20% sitting, 50% walking, 30% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education (Minimum): High school diploma or equivalent.

Education (Preferred): completion of 60 college credits in a related field

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

Meets Continuing Education Requirements

Clearances

None Specified

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date

Empowering students to be lifelong learners prepared for the future.