



PROGRAM: Kid Connection Child Care

POSITION TITLE: Kid Connection Lead Instructor

REPORTS TO: Program Coordinator

JOB SUMMARY: The Kid Connection Lead Instructor plays a critical role in creating a positive and supportive environment for children, youth, families, and staff. This position is responsible for on-site leadership, mentorship, and coordination of daily activities to ensure a safe, engaging, and inclusive experience for all participants.

DUTIES: Essential Functions

- Understands and implements the Kid Connection program philosophy, policies, and procedures, aligning with the Staff and Parent Handbooks, School Age Quality Standards, and CCAP guidelines.
- Oversees daily operations of the program, providing guidance and coaching to staff and ensuring adherence to district, school, and program policies.
- Ensures the safety and well-being of all participants by documenting incidents, maintaining confidentiality, and creating a secure physical environment.
- Assists in the development of the environment, curriculum, and daily schedule that allows children to take responsibility for successful peer interactions and choices, while meeting their interests and developmental needs.
- Upholds cleanliness and organization of the program space, making adjustments as needed for participants' needs.
- Builds and maintains positive relationships with youth, families, school personnel, and community organizations to ensure a supportive and engaging program environment.
- Participates in meetings, trainings, and field trips, contributing to continuous program improvement and staff development.
- Communicates effectively, positively, and respectfully with families, youth, school staff, and community partners using various methods of communication.
- Greets and engages with families and youth daily, fostering a welcoming and inclusive atmosphere.
- Teaches and demonstrates appropriate social skills to children through planned curriculum, role modeling, and positive reinforcement.
- Supports the development of all youth, including those with special needs, by offering appropriate accommodations and fostering growth across social, emotional, cognitive, and physical areas.
- Demonstrates an understanding of the implementation of IEP goals, services, and accommodations, including but not limited to feeding, toileting, and personal care.
- Demonstrates professionalism by modeling positive behavior, maintaining emotional control, and representing out-of-school time programs with integrity.
- Contributes to program quality by implementing improvement goals, supporting professional development, and completing tasks as directed by leadership.
- Adheres to CCAP and certification requirements and ensures those requirements are met at all times.

Other Functions

- Oversees the maintenance of accurate attendance records, incident reports, behavior and accident reports, and other required forms, while maintaining confidentiality for all involved.
- Completes and implements all required trainings and follows provided guidelines.
- Conducts regular site meetings to ensure clear communication and program consistency.
- Recommends and maintains developmentally appropriate materials and equipment.
- Performs other tasks and responsibilities as delegated by the Program Coordinator or Director.

Knowledge, Skills and Abilities Required

- High school diploma required; secondary education experience preferred.
- Child care experience required.
- Demonstrated ability to supervise both staff and children.
- Strong communication and organization skills.
- Knowledgeable about the developmental needs of children.
- Ability to mediate conflicts and solve problems effectively.
- Ability to work independently and demonstrate initiative.
- Ability to obtain First Aid and CPR certification.
- Proficient in using Google Workspace and willing to learn additional computer software.

Physical Requirements

- Physically capable of meeting all performance responsibilities required when working with students, including moderate standing, walking, stooping, bending, and kneeling; presenting information to students; and lifting up to 20 pounds.
- **Frequent:** Standing, walking (including up to two miles on uneven terrain), lifting (waist to chest and below waist), carrying, stooping, kneeling, crouching, squatting, twisting/pivoting, reaching, simple grasping, firm grasping, fine manipulation, feeling, talking, hearing, and visual accommodation.
- **Occasional:** Sitting, pushing, pulling, climbing, and crawling.
- Ability to accompany children in the water during swimming field trips.
- Ability to be outdoors in all weather conditions.