

## **LAKEVILLE AREA SCHOOLS POSITION DESCRIPTION**

**POSITION TITLE:** Kid Zone Instructor

**DEPARTMENT / BUILDING:** Kid Zone at Elementary Schools

**TITLE OF IMMEDIATE SUPERVISOR:** Extended School Services Coordinators & Manager

**BARGAINING UNIT:** Non-Licensed Instructors

**EXEMPT/NON-EXEMPT:**

**LOCATOR (HR use only):**

**POSITION SUMMARY:** The Kid Zone Instructor assists in the development, implementation and evaluation of school age care and enrichment activities, program and services to children grades K-5 in a safe and enriching environment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential functions of this position may include, but are not limited to, the following fundamental duties:

1. Communicates the Kid Zone program mission and vision, as well as implements goals and objectives that are supportive of the department and district missions, visions and strategic plans.
2. Develops and implements age-appropriate theme-based curriculum and lessons that align with the Minnesota Early Childhood Indicators of Progress.
3. Delivers a high standard of customer service including serving as the primary contact for program specific needs, problem solving, conflict resolution and making accommodations for all participants.
4. Works directly with large and small groups of children in planned activities throughout a variety of settings, such as: classroom, cafeteria, gym, motor room, playground and while on field trips.
5. Manages day-to-day on-site operations including ordering classroom supplies.
6. Supervises Kid Zone Assistants and Kid Zone Special Education Paraprofessionals.
7. Communicates with parents / guardians on a daily basis as well as creating monthly newsletters to ensure child success and keep families up to date on important information.
8. Assists with and executes program specific assessments, evaluations and surveys with participants, parents and staff.
9. Develops and implements age-appropriate, hands-on learning experiences using a variety of technology tools.
10. Adapts curriculum and lessons to meet the individual needs of students in the program.
11. Collaborates with other Instructors, programs, schools and district personnel.
12. Maintains student, program and district documents and records for individual children and the Kid Zone program.
13. Contributes to program, department and district meetings, PLC's, committees as well as represents the program at student / parent meetings and open house events.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Open to occasional adjustments in work schedule.
2. Assists Extended School Services Coordinators and Manager in maintaining program records.
3. Performs duties with awareness of all district requirements and procedures, Board of Education policies, as well as government laws, rules and regulations.
4. Performs other duties as assigned by the Extended School Services Coordinators and Manager.

*This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties and responsibilities may be modified or assigned as necessary to meet the operational needs of the District, consistent with applicable laws, collective bargaining agreements, and reasonable accommodation requirements.*

**REQUIRED QUALIFICATIONS** (Specific training or job experience required before appointment):

1. B.A. or B.S. Degree in Early Childhood preferred.
2. Current in CPR and First Aid Certification.
3. Good verbal, written and interpersonal communication skills.
4. Able to work in settings of high volume.
5. Able to work outdoors in various kinds of weather.
6. Skilled in computer use.

| <b>Employee is required to:</b>                     | <b>Never</b> | <b>Occasionally 1-33%</b> | <b>Frequently 34-66%</b> | <b>Continuously 66-100%</b> |
|-----------------------------------------------------|--------------|---------------------------|--------------------------|-----------------------------|
| Stand                                               |              |                           | X                        |                             |
| Walk                                                |              |                           | X                        |                             |
| Sit                                                 |              |                           | X                        |                             |
| Use hands dexterously (use fingers to handle, feel) |              |                           | X                        |                             |
| Reach with hands and arms                           |              |                           | X                        |                             |
| Climb or balance                                    |              | X                         |                          |                             |
| Stoop/kneel/crouch or crawl                         |              |                           | X                        |                             |
| Talk, see and hear                                  |              |                           |                          | X                           |
| Taste or smell                                      |              | X                         |                          |                             |
| Physical (lift and carry):                          |              |                           |                          |                             |
| Up to 10 pounds                                     |              |                           | X                        |                             |
| Up to 25 pounds                                     |              |                           | X                        |                             |
| Up to 50 pounds                                     |              | X                         |                          |                             |
| Up to 75 pounds                                     |              | X                         |                          |                             |

|                      |   |  |  |  |
|----------------------|---|--|--|--|
| More than 100 pounds | X |  |  |  |
|----------------------|---|--|--|--|

**DATE: 8/26**