Job Title: Kids 1st Group Leader  
Exemption Status/Test: Nonexempt  
Reports to: Director of Little Leopards Hart & After School Programs  
Date Revised: 2018  
Dept./School: Assigned Campus  

Primary Purpose:  

Qualifications:  

Special Knowledge/Skills:  
- Strong organizational and communication skills  
- Ability to follow and implement planned activities  
- Ability to supervise students  
- Knowledge of developmental needs of school age students  

Experience:  
- Experience working with school age children  

Major Responsibilities and Duties:  

1. Provide support to children, parents, Kids 1st and school staff, other LISD employees, and community members  
2. Supervise the students, with first priority in their safety  
3. Utilize positive behavior strategies and maintain professionalism in interactions with students  
4. Ensure a friends and supportive atmosphere  
5. Report observations and incidents (discipline, accidents, inappropriate social behavior, etc.) to Site Coordinator  
6. Practice regular safety procedures  
7. Acknowledge all visitors and maintain a secure environment  
8. Regularly evaluates own performance and interaction with students and parents  
9. Attend required trainings  
10. Participate and encourage positive participation of all students in daily activities and events  
11. Report any safety concerns to Site Coordinator or Director  
12. Be aware of each child’s need and developmental level  
13. Guide students growth in the areas of social-emotional development, problem solving, self-help skills, language and communication, large and small motor skills, creativity and imagination  
14. Keep a written record of who is in your care at all times
15. Model conversations, manners, cleanup activities, listening skills, etc., for the purpose of demonstrating appropriate social and interpersonal behavior

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment

Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping

Motion: Moderate walking

Lifting: Regular light lifting and carrying

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by ____________________________ Date ____________________________