

## Pflugerville Independent School District - Job Description

<b>Job Title/Position:</b>	Extended Day Program Group Leader (Part-time)	<b>Department/School:</b>	Extended Day Program / All PFISD Elementary Schools
<b>Pay Information:</b>	Extended Day Program Compensation	<b>Supervised By:</b>	Extended Day Program Designated Supervisor
<b>FLSA:</b>	Non-Exempt	<b>Date Revised:</b>	December 2019

### Primary Purpose:

Provide supervision to elementary students in the childcare program at assigned site.

### Qualifications (Experience/Education/Certification):

High School diploma or equivalent OR enrolled in high school level career and technical education program; meet the requirements of a caregiver as described in Minimum Standards under the guidelines set forth by the Texas Department of Family and Protective Services (DFPS) [section 744 or 746].

### Major Responsibilities:

1. Coordinate with Extended Day Program Site Director and/or Extended Day Program Specialists in order to meet the needs of students.
2. Meet regularly with Extended Day Program designated supervisor to discuss areas of success and improvement.
3. Proactively manage student behaviors as they arise.
4. Attend at least 15 hours of staff development training annually.
5. Demonstrate competency, good judgement, and self-control in the presence of children and when performing assigned responsibilities.
6. Relate to children with courtesy, respect, acceptance, and patience.
7. Be aware and knowledgeable about the children assigned to your supervision.
8. Supervise children at all times using appropriate visual and/or auditory awareness and physical proximity.
9. Ensure that children maintain proper, safe behavior.
10. Interact with children in a positive manner.
11. Maintain CPR/First Aid Certification and UDCA Training (obtained after hire).
12. Know and comply with the Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations and Extended Day Program policies and procedures.
13. Perform other duties as assigned.

### Special Knowledge/Skills:

- Knowledge of all district, campus, and Extended Day Program operating procedures and guidelines.
- Knowledge of DFPS Minimum Standards [section 744 or 746 as designated on site license].
- Skill in leading group curriculum or enrichment activities.
- Skill in communicating and collaborating effectively with others and working in a team-based environment.
- Skill in working with computer tools, including but not limited to: email, internet, Microsoft Word, Microsoft Power Point, etc.

### Supervisory Responsibilities:

The Extended Day Program Group Leader will directly supervise students enrolled in the Extended Day Program.

### Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Maintain emotional control under stress; must be able to lift and/or carry 30 lbs independently and over 50 lbs with assistance.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee's Printed Name: \_\_\_\_\_