

Job Description

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|------------------------|-------------------------|--------------|------------|
| Job Title: | School Age Group Leader | FLSA Status: | Non-Exempt |
| Job Family: | Community Schools | Pay Range: | 3 |
| Pay Program: | Classified | Work Year: | 180 days |
| Prepared/Revised Date: | Revised January 2025 | | |

SUMMARY: Leads and supervises children ages 5-12 in school age child care program outside of regular school hours, during opening, closing, education and recreational activities. Duties include providing direction, guidance and assistance to students; assist in effectively handling student discipline situations; ensuring student safety and security, communicating with staff, parents and children, preparing snacks, cleaning the child care environment areas, and assisting the Child Care Director in preparing for and implementing a variety of educational, enrichment and recreational activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Job Tasks Descriptions | Frequency | % of Time |
|--|----------------|-------------|
| 1. Guide and assist students during crafts, art projects, games and other activities to engage children in program experiences and meet individual children’s needs. Monitor and guide student behavior during activities; effectively handle student discipline situations and encourage and support positive behavior. Responsible for the behavior and well-being of all students. Communicate by action, demeanor, tone of voice and attitude that every child is important and safe. Build trust, nurture and care. | D | 25% |
| 2. Assist with the monitoring/tracking of children and monitor the security of the building and playground at all times to ensure children’s health and safety. Provide general 1st Aid/CPR when needed. Administer medications under the license of the Community Schools Health Consultant after receiving training. | D | 20% |
| 3. Assist in creating interesting and educational activities to engage the interest of all children. Support the child care director in implementing indoor and outdoor activities that support the goals and vision of the Community Schools department. | D | 13% |
| 4. Assist in preparing and serving snacks and clean the activity and kitchen areas after use. Keep the storage areas, tables, dishes and utensils clean and tidy. | D | 10% |
| 5. Maintain, and enforce site and District behavioral expectations of children and staff. Assist Director with special needs children; assist with active supervision of children on the playground and during other activities. | D | 10% |
| 6. Communicate with parents, staff, and site program manager regarding child or program issues. Assists with complaints and problem resolution. Records attendance and follow program guidelines regarding absent children if the child is expected to attend child care any given day. Call parents to get authorization for an unauthorized adult to pick up a child from the program. Check identification of this adult. | D | 5% |
| 7. Know and ensure staff compliance with Colorado Department of Early Childhood, County Health Department and school district rules and regulations. | D | 4% |
| 8. Participate in staff meetings and training as required/appropriate for learning and growing. | D | 3% |
| 9. Use established methods for tracking children and checking children in and out of the program. | D | 3% |
| 10. Comply with the Colorado Department of Early Childhood, the County Health Department; and the school district’s policies, rules and regulations. Annual continuing education of at least 15 hours provided by CDEC and Community Schools. | D | 2% |
| 11. Assist children with toileting and diapering as necessary. | D | 3% |
| 12. Perform other duties as assigned. | Ongoing | 2% |
| | TOTAL = | 100% |

EDUCATION AND RELATED WORK EXPERIENCE:

- Each program leader must be at least eighteen (18) years of age, demonstrate ability to work with children
- High School diploma or equivalent required
- Must have completed at least one (1) of the following qualifications:
 - a. Must have at least three (3) months (455 hours) of verified experience in the care and supervision of four (4) or more children over the ages of four (4) who are not related to the individual; or.
 - b. A current early childhood professional credential level I one (1) or higher in version 3.0 as determined by the Department based on its Early Childhood Professional Credential 3.0 Worksheet

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire.
- 455 verifiable child care hours (i.e. hours letters from previous employer or volunteer organization) or current early childhood professional credential level I one (1) or higher in version 3.0 as determined by the Department based on its Early Childhood Professional Credential 3.0 Worksheet
- Ability to take CPR and First Aid training, Medication Administration training and other required trainings to meet CDEC competency requirements.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Operating knowledge of and experience with Microsoft Word, Excel, Google Online Applications.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E--mail, etc.
- Is flexible
- Ability to work cooperatively with supervisors and coworkers
- Ability to understand and follow complex oral and written instructions
- Ability to effectively communicate with staff, the school community, parents and the children in their care.
- Ability to meet attendance standards and work the hours necessary to perform the essential functions of the job
- Maintains a generally positive attitude
- Observes all district policies and procedures
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions
- Ability to manage multiple priorities
- Ability to diffuse and manage volatile and stressful situations
- Ability to work with students with diverse backgrounds and abilities
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | |
|------------------------|---|
| | POSITION TITLE |
| Reports to: | site program manager, Community Schools coordinator |
| | POSITION TITLE |
| Direct reports: | None |

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|-------------------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | | | X |
| Walk | | | | X |
| Sit | | X | | |
| Use hands to finger, handle or feed | | | | X |
| Reach with hands and arms | | | | X |
| Climb or balance | | | | X |
| Stoop, kneel, crouch, or crawl | | | | X |
| Talk | | | | X |
| Hear | | | | X |
| Taste | | X | | |
| Smell | | X | | |
| Weight and Force Demands: | Amount of Time | | | |
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | | | X |
| Up to 25 pounds | | | X | |
| Up to 50 pounds | | X | | |
| Up to 100 pounds | X | | | |

| | | | | |
|---|-----------------------|------------------|-------------------|-----------------|
| More than 100 pounds | X | | | |
| Mental Functions: | Amount of Time | | | |
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | X | |
| Analyze | | | X | |
| Communicate | | | | X |
| Copy | | X | | |
| Coordinate | | X | | |
| Instruct | | X | | |
| Compute | | X | | |
| Synthesize | | X | | |
| Evaluate | | X | | |
| Interpersonal Skills | | | | X |
| Compile | | X | | |
| Negotiate | | X | | |
| Work Environment: | Amount of Time | | | |
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X | | | |
| Work near moving mechanical parts | X | | | |
| Work in high, precarious places | X | | | |
| Fumes or airborne particles | X | | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | | X | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | X | | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | X | | | |
| VISION DEMANDS: | | | Required | |
| No special vision requirements. | | | | |
| Close vision (clear vision at 20 inches or less) | | | X | |
| Distance vision (clear vision at 20 feet or more) | | | X | |
| Color vision (ability to identify and distinguish colors) | | | | |
| Peripheral vision | | | | |
| Depth perception | | | | |
| Ability to adjust focus | | | X | |
| NOISE LEVEL: | Exposure Level | | | |
| Very quiet | | | | |
| Quiet | | | | |
| Moderate | | | X | |
| Loud | | | X | |
| Very Loud | | | | |