



## Union County Public Schools

### *Job Description*

<b>POSITION TITLE:</b> After School Care – Group Leader	<b>TERM OF EMPLOYMENT:</b> 10 months
<b>DATE:</b> 2/27/2023	<b>DATE OF PREVIOUS REV:</b> 11/28/2022
<b>FLSA EXEMPTION STATUS:</b> Non-Exempt	<b>PAY GRADE:</b> \$15.00/hour

**JOB SUMMARY:** Under general supervision, a Group Leader implements supervised enrichment and recreational activities suitable for varying school-aged children groups to insure safety.

#### ESSENTIAL JOB FUNCTIONS

1.	Maintain visual supervision of children at all times, maintain control of the group and respond properly to children's disciplinary problems.
2.	Plan, organize, and supervise age-appropriate activities for a group of children.
3.	Establish and maintain open communication and good rapport with each student, co-worker, school administration, and parents.
4.	Document everyday occurrences for example: child not feeling well, comments from parents, and comments from teachers, child accidents and statements from children.
5.	Develop familiarization with the North Carolina state requirements concerning School-Age Care Environment Rating Scale (SACERS), Sanitation, and the North Carolina Division of Child Development.

#### DUTIES & RESPONSIBILITIES

1.	Accurately maintain school records, as required by state or federal laws, and Union County Board of Education policies, and/or school-based request.
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2	Maintain confidentiality of students, students' families, and co-workers both on and off campus.
3.	Assure all areas used for the program are left in a clean, orderly condition and all equipment, games, and supplies are returned to proper storage locations daily.
4.	Effectively produce professionally written correspondence across various communication mediums, i.e. phone, computer.
5.	Assist with other sites, when requested, to maintain appropriate staffing ratios per the North Carolina requirements.
6.	Participates in school level, district level and other meetings as directed by supervisor.
7.	Complete required training to meet state requirements, including BSAC (Basic School Age) training, CPR certification, and First Aid certification.
8.	Based on expertise, when deemed appropriate assist new staff members with on-the-job training such as, but not limited to, writing lesson plans, policies and procedures, taking attendance, etc.
9.	Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

<b>Minimum Qualifications</b>	<b>Desirable Qualifications</b>
<ul style="list-style-type: none"> <li>Eighteen (18) years of age <b>and</b> High School Diploma or General Education Diploma (GED)</li> </ul>	<ul style="list-style-type: none"> <li>North Carolina Division of Child Development and Early Education Administration Credential Level I and Level II</li> <li>CPR/First Aid Certification</li> </ul>

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

##### **COMMUNICATION/INTERACTIONS**

- Ability to work with diverse individuals and/or group

##### **CUSTOMER RELATIONSHIPS**

- Requires the ability to interact with people beyond giving and receiving instructions.
- Must be adaptable to performing in stressful and emergency situations

## **PHYSICAL REQUIREMENTS**

### **WORK ENVIRONMENT:**

Sedentary/Medium - Exert force 10-25 lbs., frequently; and up to 15 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from indoors exposure to outside weather conditions  
Exposure to noise levels ranging from moderate to loud.

Hazards: Uneven walking/working surfaces, communicable diseases, cleaning chemicals, lifting/carrying of materials, and power/hand-operated equipment and machinery (as related to specific assignment).

***In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.***

***DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.***