UNION COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: ASP GROUP LEADER

FLSA STATUS:

SALARY LEVEL_____PAY GRADE_____:__________

GENERAL STATEMENT OF JOB

Provide leadership for a group of school age children on a daily basis, offering supervised enrichment and recreational activities suitable for the appropriate age group to insure safety. Employment is based on the 10-month school year calendar. Employment during Summer Camp is optional and may be available after determination of program needs.

DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

1. Be willing to meet and maintain minimum state licensing requirements, including obtaining required trainings, i.e. the Division of Child Development, State Sanitation and SACERS.
2. Plan, organize and supervise age appropriate activities for a group of children in a safe environment.
3. Show genuine interest and concern for each child’s needs and general well-being.
4. Maintain visual supervision of children at all times, maintain control of the group and respond properly to children’s disciplinary problems.
5. Establish and maintain open communication and good rapport with each student, co-worker, school administration and parents.
6. Assure all areas used are left in clean, orderly condition and all equipment, games and supplies are returned to the proper place.
7. Become familiar with State requirements concerning SACERS and Sanitation and the Division of Child Development.
8. Become familiar with and adhere to UCPS Board of Education and After School Program policies and procedures; be aware of items included in ASP Parent Handbook, the elementary school’s Policies and Procedures and Student Handbook.
9. Does not use corporal punishment, verbal abuse, punishment that is humiliating or frightening, or make derogatory remarks about any child or his/her family and co-workers via social media, evening activities or field trips.
10. Does not receive personal visitors and personal phone calls or conduct personal business texting nor visiting social media sites during program hours, except in the event of emergency and the program coordinator is aware of the situation.
11. Respecting confidentiality issues regarding information about the children, their families and co-workers is essential. At no time whether on or off campus may a caregiver discuss information about children, parents or other employees.
12. Must be flexible when asked to assist at other sites when requested by Central Office to fill staffing emergencies in order that State minimum ratio requirements are met.
13. Employment is by the After School Program, not a particular site; it may become necessary to transfer an employee to another assignment based on program needs and State requirements.

14. Be able to work the designated shift on a daily basis as needed for the position. Arrives to work on schedule and on time.

15. Dresses appropriately for the day’s activities.

16. Experienced Group Leaders may be asked to assist in training new group leaders on-site. Work one on one to train new staff about writing lesson plans, teacher directed activities, gross motor activities, taking attendance and policy and procedures.

17. Group leaders are required to keep a running ledger for everyday occurrences for documentation purposes. For example: child not feeling well, comments from parents, and comments from teachers, child accidents and statements from children.

18. Group leaders are required to make sure that the sites are packed away for the summer. All supplies should boxed, labeled and locked away. Any items in shared spaces should be moved to the identified After School spaces.

19. Group leaders are required to clean their areas daily. Before transition to another area, it is the responsibility of the Group Leader to make sure that the areas are clean and presentable for the group that follows.

### ADDITIONAL JOB FUNCTIONS

1. Participate in staff training, regular staff meetings, orientation and special After School events when notified at least one week in advance.

2. Works extra hours in emergencies as well as being flexible when asked to assist at other sites when requested by Central Office to fill staffing emergencies to meet state minimum ratio requirements.

3. Group leaders may be asked to cover at other sites on teacher workdays. Winter and Spring breaks and some days marked as holidays on the school calendar if their regular sites are not open. Employees should not assume that they aren’t working until staffing arrangements that meet minimum State guidelines are made for all open sites. You may be chosen to work at an open site even if your site is closed.

### MINIMUM TRAINING AND EXPERIENCE

1. Be at least 18 years of age and a high school graduate or GED (General Education Diploma).

2. Must complete BSAC (Basic School Age Training) training and CPR & First Aid within three months and other monthly training classes to meet state requirements. Group leaders are encouraged to complete Early Childhood Credentials.

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

Have a valid current health certificate and proof of negative TB test and read on the first day of work.

**Physical Requirement:** Ability to work an active work schedule, provide enrichment activities that are age appropriate and provide supervision. Physical interaction with children on the playground and in-group games will be required. Must be able to stand for the duration of the shift to provide adequate supervision.
**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Able to read, write and understand email and text.

**Language Ability:** Must be able to speak and write English. The ability to speak and write Spanish would be advantageous at those sites with Hispanic population.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form. Be able to write age appropriate lesson plans, read and record daily student attendance and follow daily schedules. Must demonstrate proficiency and the use of technology.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate in Standard English.

**Numerical Aptitude:** Requires the ability to add, subtract, divide and multiply.

**Motor Coordination:** Requires the ability to coordinate hands and eyes to function as child caregiver. Able to take walks with children and work outside on a daily basis and be able to lift 15 pounds.

**Interpersonal Temperament:** Requires the ability to deal with children and adults beyond giving and receiving instructions. Must be able to perform under mild stress.

**Physical Communication:** Requires the ability to talk, write and hear.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to plan, organize and exercise independent knowledge to supervise a group of school age children in physical, age appropriate enrichment activities while ensuring the safety and well-being of each student in their care.

Statement of Receipt:

Employee: ______________________________ Date: _________

Supervisor: _____________________________ Date: _________