

KIDS KLUB LEAD

Purpose Statement

To assist the Kids Klub Director in providing quality before and after school care program for children PreK-7th grade. As positive role models, Kid's Klub personnel enhance young children's ability to succeed by providing one-on-one and small group interactions.

Essential Functions

- Ability to coordinate and plan activities providing for the education, care, protection, and development of children who attend the Kid's Klub program within the state rules and regulations of child care facilities.
- Must at all times meet the requirements specified in K.A.R. 28 4-429(b), (c), (d) or (e) and who is responsible for implementing and supervising the program.
- Demonstrate high ethical standards.
- Communicate regularly with Kids Klub Director and parents.
- Ability to keep children and personnel information and records confidential.
- Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- Ability to maintain clear lines of communications between Director and other key personnel.
- Demonstrate high ethical standards.
- Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- Helps instill the beliefs in and practice of ethical principles and values.
- Performs other related duties as assigned by the Kids Klub Director.

Other Functions

Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: enhance young children's ability to succeed by providing one-on-one and small group interactions; and using various computers and computer programs, as well as various office machines and telecommunications equipment.

KNOWLEDGE is required to perform basic math; including calculations using fractions, percents, and/or ratios; read technical information; compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: program policies and regulations mandated by Rose Hill Schools U.S.D. 394 and the Kansas Department of Health and Environment; plan for parental visitation in cooperation with the legal custodian if different from the parent; safety and emergency Plans and Procedures; and child discipline policy indicating methods of guidance appropriate to the age of the children enrolled.

ABILITY is required to schedule a significant number of activities; meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors used to plan and supervise day-to-day activities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve objectives; communicate regularly with Kids Klub Director and parents; and plan and supervise day-to-day activities for the children.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: lifting up to 50 lbs, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling. Generally the job requires 15% sitting, 42% walking, and 43% standing. Must be able to work in noisy and crowded environments. There may be occasional exposure to blood, bodily fluids, and tissue; occasional interaction among unruly children; and occasional operation of vehicle under inclement weather conditions.

Reports To Kids Klub Director

Supervises Kids Klub aide and students

Education High School diploma or equivalent **AND**
One (1) year of prior experience at a licensed center or preschool **PLUS** 12.5 hours observation in a licensed preschool or center, **or**
7 - 9 semester hours academic credit in child development or early childhood education **and** three (3) months prior experience in a licensed center or preschool, **or**
a Child Development Associate credential (CDA)

Qualifications Must be able to read, write and comprehend written and oral instructions

Experience Previous experience in a licensed daycare required

Terms 12 month. Work schedule assigned by Director. Salary determined by current salary schedule.

FLSA Status Non-Exempt

Evaluation Performance evaluated done by Kids Klub Director

Continuing Education/Training Annual Training Videos

Certificates & Licenses

Clearances
Background Check
Pre-employment Physical
TB Test