



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	After School Group Leader
<b>SCHOOL/DEPARTMENT</b>	Assigned school
<b>SALARY</b>	Hourly
<b>FLSA STATUS</b>	Non-exempt; Hourly position
<b>REPORTS TO</b>	After School Site Coordinator
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday - Friday
<b>WORK HOURS</b>	15-20 hours
<b>NUMBER OF MONTHS PER YEAR</b>	10

### **POSITION PURPOSE:**

The After School Group Leader assists the After School Site Coordinator and After School Assistant Site Coordinator with program curriculum planning, supervises and directly interacts with children engaged in physical activities, prepares materials required to implement the planned daily activities and ensures that children are able to participate in group activities in a safe and supervised manner.

### **MINIMUM QUALIFICATIONS:**

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

- Experience working successfully with childcare programs
- Considerable knowledge of requirements for license compliance
- Sufficient knowledge of processes for addressing behavioral issues and reporting them to proper personnel
- Demonstrated ability to work well with children, staff, parents and community
- Some understanding of school age needs and expectations
- Ability to engage children effectively in pre-planned activities and programs

## ***EDUCATION, TRAINING, AND EXPERIENCE***

- High School Diploma or GED
- Minimum of six (6) months experience working with children
- Must be at least 18 years old
- Any equivalent combination of training and experience which provides the required knowledge, skills, and abilities

## ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Must complete Recognizing and Responding to Suspicions of Child Maltreatment within two (2) months of employment
- Must complete Health and Safety Training requirements per the state timeline
- Must obtain certification in First Aid/CPR within six (6) weeks of employment
- Current certification in Child Abuse Reporting Training
- Must complete Basic School Age Care (BSAC) within 90 days of employment
- Must meet minimum number of state mandated professional development hours based on education level
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

## ***PREFERRED QUALIFICATIONS:***

- Associate's Degree from an accredited institution in Early Childhood Education, Youth Development, or related area
- Minimum of one (1) year of experience working in an After-School Program

## ***ESSENTIAL DUTIES AND RESPONSIBILITIES***

1. Assist with program activity planning
2. Plan and conduct daily activities for the children in the Program that contribute to the care, growth, and development of the children who attend the Program
3. Prepare materials required to implement the daily activity plans
4. Manage the distribution and collection of games and materials used in activities
5. Assist the Site-Coordinator and Assistant Coordinator with facilitating curriculum activities or areas to provide positive learning experiences for the children
6. Supervise physical activities
7. Participate with children in group games
8. Enforce safety rules
9. Intervene when children are likely to injure themselves or each other
10. Remain with the children at all times
11. Assist the Site-Coordinator and Assistant Coordinator with the preparation and maintenance of Program materials
12. Communicate with the Site-Coordinator and Assistant Coordinator regarding difficult individual child behavior
13. Assist children with self-care activities
14. Assist with afternoon snack service
15. Attend required number of hours needed for professional growth annually

16. Maintain a physical presence in the child care spaces with the children at all times during program hours, except in the case of emergency
17. Follow licensing and school procedures to safeguard the health and safety of the children in the program, which includes but is not limited to: hand washing, sanitary measures, playground safety rules, and rules regarding the use of supplies and equipment
18. Remain current in knowledge of the emergency file and emergency procedures
19. Remain current with the tornado and fire procedures for the Program schedule and assist in the supervision of required drills
20. Assist with serving of snack and perform minor clean-up
21. Interact positively with all parents and refers questions and concerns to the Site-Coordinator or Assistant Site Coordinator as appropriate
22. Adhere to all licensing and School Age Care Environmental Rating Scale (SACERS) requirements
23. Perform other duties as assigned by the Site Coordinator or Assistant Site Coordinator

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light to moderate physical work requiring the exertion of up to 50 pounds of force. Work involves bending, lifting, pulling, stretching, crawling, running, and jumping.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, in various types of weather, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*