

Job Description: **School Age Child Care Group Leader**

Responsible for assisting Director in planning activities for children, handling snacks, ensuring safe environment for children. Assist children with homework, crafts and other activities.

**Essential Functions and Responsibilities:**

- Follow the leadership and direction of SACC Director and SACC Group Leader.
- Watch children and ensure their safety while in the classroom.
- Supervise children during snack time.
- Prepare for and set up snack.
- Assist in set-up of materials, supplies and equipment for crafts and activities. Assist in clean-up and take down of activities.
- Supervise children while on playground.
- Assist in supervising with homework.
- Sanitize tables, chairs and sweep floor after snack, activities and end of day.
- Sanitize toys as directed by SACC Director.
- Maintain security procedures in and out of building.
- Perform other duties as assigned.
- Represent LA in a positive manner through courteous behavior and professional actions.
- Speak to students, parents, colleagues and community with respect and dignity.
- Supports the ideas, efforts, and accomplishments of others.
- Uses team concepts to plan, problem solve, and share space, equipment, resources, and knowledge with coworkers.
- Maintains consistent, regular attendance at work and follows LA procedures for absence reporting.
- Recognizes opportunities for improvement and/or implements improved methods within the limits of authority.
- Arrives and leaves work at scheduled times; respects time limits on breaks.
- Maintains work area in accordance with the job requirements.
- Dresses appropriately for work requirements.
- Prepares clear, concise, and factual written communications as applicable for the position.
- Adapts to changes in responsibilities and work schedule with a positive attitude.
- Participate in staff development as deemed necessary by director.

**Education and Related Work Experience:**

- High School diploma
- Up to one year experience in working with working with children of various ages (i.e.babysitting, etc.) is preferred.
- Must be at least 21 years of age.
- CPR/First Aid Certification (provided by Littleton Academy)

Paraprofessional (Parapro)

The Paraprofessional is responsible to perform activities as assigned , such as, monitoring recess, assisting teachers, and helping with the general student supervision.

The position of Paraprofessional is expected to do any and/or all of the following as assigned:

- Supervise student lunch recess indoor and outdoor: Monitoring student behavior, student safety and fair play practices..
- Assist teachers with duties such as copying, grading, etc.
- Uphold and model appropriate and professional practices while interacting with students, staff, parents, and community members.

The Paraprofessional is expected to possess characteristics in support of his/her assigned duties such as reliability, assertiveness, diplomacy, and responsibility.

Education:

- High School Diploma
- CPR/First Aid certification- If hired without then the parapro is expected to attain this certification as soon as possible.

Experience:

- Previous experience overseeing and working with youth is desired.

**Supervisor:**

SACC Program Director; Vice Principal

**Job Accommodations**

I have read the School Age Child Care Group Leader job description and agree that I can perform the essential functions:

Without\_\_\_\_\_

With\_\_\_\_\_

reasonable accommodations.

**Accommodations Made:**

**Employee Signature**

**Date**

**Principal Signature**

**Date**