



Annandale Public School District 876

JOB DESCRIPTION

Position Title:

Cardinal Kids Club Lead Assistant

Department:

Community Education

Unit:**Immediate Supervisor:**

Cardinal Kids Club Coordinator

Grade Placement:**FLSA Status:**

Job Summary: Under the general direction of the Cardinal Kids Club Coordinator, the Cardinal Kids Club Lead Assistant is responsible for the supervision of the children enrolled in the program, implementing daily program curriculum; assigning daily program tasks to the site assistants and other program staff; and direct supervision of children or youth to ensure that a safe, fun and enriching program is carried out each day. CKC Lead assistant also assists with family account

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Actively participates in the implementation of the daily program curriculum and activities
 - Is directly engaged in the implementation and development of the curriculum for the extended preschool program along with before and after school and summer programming.
 - Participates and assists staff in implementing activities and interacting with students in program
 - Monitors behaviors and activities to ensure the safety of children or youth.
 - Monitors the behavior of children or youth to ensure compliance with behavioral guidelines, rules and standards of the program.
 - Diffuses escalating situations between children or youth and takes appropriate actions within program rules and procedures.
 - Interacts with, plays with and talks with children or youth on a continual basis.
2. Provides direct supervision of the children in the program
 - Is responsible for direct child or youth supervision
 - Is responsible for creating a safe environment
3. Provides general daily oversight of the program site for staff and students in the conduct and daily activities of the program.
 - Assigns staff daily activities and functions based on the program curriculum and management plan
 - Communicates with building personnel, staff and parents
4. Assists in the record keeping of family accounts, staff schedules and student schedules.
5. Provides support and assists the Coordinator in various programming activities and projects within the program.
 - Provides support in programming activities, field trips, activities or other projects of the program.
 - Makes recommendations to the Coordinator concerning changes in the program.
 - Keeps abreast of best practices within early childhood care
6. Performs other related duties as assigned by the Community Education Director.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- AA degree or experience of an equivalent nature and level to perform the requirements of the work.
- Requires a minimum of two years directly related work experience in working with early childhood and/or school-age children.

License/Certification Requirements:

- Certification in first aid and CPR will be required after hire.

Knowledge required to perform the essential functions of the job:

- Knowledge of practices, techniques, and fundamentals of preschool and school age child care programming and services.
- Fundamentals of supervision and supervisory techniques.
- Knowledge of SAC, DHS, and early childhood program operational policies and procedures.
- General fundamentals of child development stages and concepts.
- Knowledge of safety procedures and general sanitation issues.
- First aid, emergency, and CPR procedures.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Supervising groups of children in accordance with behavioral guidelines and rules to assure an appropriate environment and the safety of participants and staff.
- Applying safety and behavioral rules and guidelines appropriately.
- Establishing a rapport, relating to, and serving as an appropriate role model for children.
- Following program activities, rules, themes, and program guidelines.
- Informing and advising site personnel of problems or issues concerning safety or behavioral incidents that require the attention of site personnel.
- Oral and written communication skills.
- Supervising groups of children in accordance with behavioral guidelines and rules to assure an appropriate environment and the safety of participants and staff.
- Implementing site activities in accordance with monthly program themes.
- Performing activities involved in maintaining, updating and preparing site files, records and reports in accordance with department requirements.

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Light Work. Exerting up to 50 pounds of force occasionally to move objects and up to 10 pounds frequently to lift, carry, push, pull or otherwise move objects.