



POSITION DESCRIPTION WACONIA PUBLIC SCHOOLS

SECTION I: GENERAL INFORMATION

Position Title: Kids' Company Site Lead	Department: Community Education
Immediate Supervisor's Position Title: Educational Supervisor	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Educational Supervisor, the Kids' Company Site Lead is responsible for coordinating the scheduling and daily activities of the Kids' Company program at a school building site in addition to the performing all duties required of Kids' Company Leads in the department's before and after school programs and summer programs.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- School building site lead for Kids' Company before and after school programs and summer programs.
 - a) Coordinates and leads program staff in the conduct, scheduling and daily activities.
 - b) Provides assistance to building and program staff and students in daily concerns, problems and/or issues.
 - c) Communicates the Educational Supervisor's lesson plan expectations to the building site's Kids' Company Leads.
 - d) Provides mentoring opportunities for program staff.
 - e) Creates monthly calendars and provides site specific information to be included in program newsletters.
 - f) Provides feedback to Educational Supervisor regarding staff performance for use during staff performance evaluations, hiring/promotional processes, etc.
- Plans, organizes and schedules various daily activities/clubs for both regular and non-school days to support each child's developmental physical, emotional, mental and social needs. Prepares exercises, activities, and crafts weekly and implements the plans daily.
- Supervises the children and program activities to maintain their safety and health.
 - a) Assists children in working out their conflicts.
 - b) Serves as a role model and interacts with children using positive reinforcement, redirection and positive communications.
- Coordinates, monitors and leads staff and students in the conduct and daily activities of the program.
 - a) Monitors and assists students with activities when appropriate.
 - b) Provides assistance to students in daily concerns, problems and/or issues.
 - c) Prepares and sets up snacks. Cleans all messes and spills. Replenishes supplies and materials as necessary.
 - d) Models and guides students in age appropriate language, skills, and play. Assists students self help skills.
 - e) Documents student behaviors and notes.
 - f) Interacts with and assists in supervising kids in opened play, structured small group play, events or assigned areas, and activities.
- Conducts daily attendance and child counts.
- Communicates with parents, building administrators, department personnel or others concerning specific child issues or concerns, or general concerns, questions or issues concerning the Kids' Company program.

- Performs other duties of a comparable level or type, as required.
 - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.
 - b) Attends training sessions, conferences, seminars, district and departmental meetings.
 - c) Keeps abreast of changing developments and trends related to the field.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: • Knowledge of practices, techniques, and fundamentals of school aged child care programming and services. • Fundamentals of work coordination and delegation. • Knowledge of relevant laws, rules, regulations or guidelines pertaining to school aged care programs, operations, and safety requirements. • Knowledge of Kid's Company program operational policies and procedures.
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of one (1) year experience working with children.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: Certified in First Aid and CPR upon hire or within six (6) months of employment.	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: • Leading and coordinating work activities and priorities of site personnel. • Communicating in both oral and written formats. • Supervising groups of children in accordance with behavioral guidelines and rules to assure an appropriate environment and the safety of participants and staff. • Planning and implementing site activities in accordance with program guidelines and standards. • Dealing with children, staff, parents, administrators and building personnel concerning concerns, issues and activities. Interactions require the explanation of program operational rules and working with others to gain cooperation and understanding of educational issues/needs.
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	- Working with a minimum of supervision and guidance. - Applying judgment and discretion handling staff, parent, child and program situations and problems.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		
INDIRECT SUPERVISION:		
Number of employees indirectly supervised: Kids' Company Leads and Aides		Total: 10-12

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to some disagreeable conditions involving human/student contact and exposure to minor illness.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows: Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk			x	
Sit		x		
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms			x	
Climb or balance		x		
Stoop/kneel/crouch or crawl			x	
Talk or hear				x
Taste or smell	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			