



**POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Lead Teacher-SAC	Department: Community Education and Communications	Bargaining Unit:
Immediate Supervisor: School Aged Care Coordinator	Comparable Worth Rank:	FLSA Status: Exempt

Job Summary:

Under the direction of the School Aged Care Coordinator, the Lead Teacher-SAC is responsible for planning, monitoring the safety of students and staff and leading the staff and students in the activities, programs and special events of the before and after school programs and summer all day programs.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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 and implements the plans ensuring, that a variety of learning styles and topics are met according to after school requirements.
 - a) Develops and implements summer programming for the Summer School Age Program for children K-7th grade.
- Communicates with parents, building administrators, department personnel or others concerning specific child issues, student progress or concerns. Prepares newsletters or flyers outlining program activities to families and other communications to participant families or prospective families.
- Assists child and family in positive social interactions, development of problem-solving skills and peer interactions.
- Oversees classroom behaviors and activities through the use of classroom resources, the development of problem-solving skills, and various strategies to address student needs.
- Orders food and paper products for the program. Creates menus and orders supplies to ensure all state and local safety and health regulations are maintained. Reports students in CACFP and follows through with program guidelines.
- Supports staff with activities and classroom behavioral issues by providing resources, training and problem-solving with staff.
- Maintains program files and records.
- Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, staff meetings, and pursues professional growth opportunities.
 - b) Keeps abreast of changing developments, trends, and technologies within the field.

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.) Some post-secondary background		
	less than high school diploma		Major field of study or degree emphasis: Early Childhood, Child Development, Recreation or related area.	
	High school diploma or GED.			
X	1 year college	2 years college		
	3 years college	4 years college		
	1st year graduate level			
	2nd year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • 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 SAC program operational policies and procedures. 	
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of one year directly related work experience.				
LICENSE/ CERTIFICATION		Identify licenses/certification required: Valid MN driver's license or evidence of equivalent mobility. CPI, CPR and First Aide Certification		
INDIRECT SUPERVISION:				
Number of employees indirectly supervised: Teacher Assistants			Total: 2-5	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Skilled in assigning work, leading and coordinating work activities and priorities of site personnel/assistants. • Oral and written communication. • 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. • Classroom management activities. • Performing administrative activities involved in maintaining, updating and preparing site files, records and reports in accordance with department requirements. • 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. 		

- Working with a minimum of supervision and guidance.
- Applying judgment and discretion handling staff, parent, child and program situations and problems.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks are present.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs			X	
Walk			X		Up to 25 lbs		X		
Sit		X			Up to 50 lbs	X			
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms			X		Over 100 lbs.	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

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

Light Work:

Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 5/2015 by BCC; Updated 6/2015