

### SECTION I: GENERAL INFORMATION

<b>Classification Title:</b> Kid's Connection Lead Instructor	<b>Department:</b> Community Education	<b>Unit:</b> Unaffiliated
<b>Immediate Supervisor:</b> Kids Connection Coordinator	<b>Grade Placement:</b>	<b>FLSA Status:</b> Non-Exempt
<p><b>Job Summary:</b></p> <p>Under the direction of the Kids Connection Coordinator, the Kid's Connection Lead Instructor is responsible for implementing age appropriate child care programming, supervising children engaged in program activities, and for assisting in the planning and implementation of program activities. Duties include assisting the Coordinator in planning activities; participating and leading instructors in collecting receipts and payments from parents; communicating with parents; maintaining attendance records, sign in/or sheets and parent folders; assisting in the set up and cleaning of materials and supplies for projects, activities and/or play; and assists in other duties as required.</p> <p>Essential duties outlined below are intended as "representative" examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Checks students into the program daily and communicates with parents concerning any student needs, questions, issues and/or concerns.
2. Participates and assists instructors in the opening and closing building. Turns on lights; ensures doors are open; ensures all doors are locked; ensures equipment turned off, put away, and lights turned off at days end.
3. Observes and monitors the behaviors of children engaged in activities. Promotes positive interactions between children and staff.
4. Assists in managing classroom resources. Assists in equipment maintenance; health and safety monitoring; setting up storage, and rotation of classroom materials. Performs duties to ensure compliance with all relevant health and safety regulations.
  - Promotes and protects the physical well-being of all children.
  - Assists in setting up materials and supplies.
  - Provides support in assisting children with creating their daily crafts, puppet shows, science projects, etc.
  - Assembles materials for gym games or outside activities.
  - Administers first aid and treatment, as necessary.
5. Leads children in engaging in group play and self-directed activities that are developmentally appropriate. Assists children in developing both problem-solving skills and social awareness. Models strategies for positive peer interactions.
6. Implements planned curriculum established by the Coordinator. Leads large and small group activities, as needed.
7. Performs other duties of a comparable level or type, as required.
  - Attends training sessions, staff meetings, workshops or in-services, as required.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma		<b>Major field of study or degree emphasis:</b>
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>
	2nd year graduate level		
<b>Required Work Experience in Addition to Formal Education/Training:</b> Requires a minimum of 1 years prior child care experience.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> No specific licenses or certification required to gain entry into the classification. District may require specific certifications, courses and/or licenses after hiring depending upon the specific job assignment, or needs of the district (i.e. CPR, First Aid, etc.).	
<b>INDIRECT SUPERVISION:</b>			
Instructors and all program assistants			<b>Total:</b> 4-6
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b> <ul style="list-style-type: none"> <li>Monitoring and assisting groups of children engaged in self directed or group activities in accordance with behavioral guidelines, planned curriculum, and rules to assure an appropriate environment and the safety of participants and staff.</li> <li>Applying safety and behavioral rules and guidelines appropriately.</li> <li>Establishing a rapport, relating to and serving as an appropriate role model for children and in communicating appropriately with children, staff and parents.</li> <li>Following program activities, rules, themes, and program guidelines.</li> <li>Informing and advising site personnel of problems or issues concerning safety or behavioral incidents that require the attention of site personnel.</li> <li>Ability to follow, and apply department activities, childcare procedures and routines of the program.</li> <li>Modeling appropriate behaviors for children.</li> <li>Customer service orientation and general recordkeeping skills.</li> </ul>	

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

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		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:**

**Medium Work:**

Exerting up to 50 pounds of force occasionally and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

**HAZARDOUS WORKING CONDITIONS**

**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 associated with performing the requirements of the work. Duties of the job may involve some working both indoors and outdoors including wet outdoor conditions.



## SECTION IV: DISTRICT MISSION AND CORE VALUES

<p><b>OUR MISSION</b></p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p><b>CORE VALUES</b></p>	<p><b>We believe that:</b></p> <ul style="list-style-type: none"> <li>• Trust and respect are fundamental for thriving relationships.</li> <li>• Our community flourishes when individuals, families and organizations collaborate.</li> <li>• Every person matters and has value.</li> <li>• Responsibility and accountability are essential for personal growth, organizational improvement and community engagement.</li> <li>• Commitment to high expectations is essential to help achieve full individual and collective potential.</li> </ul>
<p><b>MISSION OUTCOMES</b></p>	<p><b>By 2020, all students will...</b></p> <ul style="list-style-type: none"> <li>• Develop a personalized education path they can articulate and use to progress toward their evolving dreams.</li> <li>• Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.</li> </ul>
<p><b>STRATEGIES</b></p>	<p><b>We will...</b></p> <ul style="list-style-type: none"> <li>• Ensure that every employee understands, supports and promotes our core values and mission.</li> <li>• Build trust and facilitate engagement with all ISD 15 stakeholders.</li> <li>• Align and support all educational programs and services to achieve our mission and mission outcomes.</li> </ul>
<p><b>STRATEGIC DELIMITERS</b></p>	<p><b>We will NOT...</b></p> <ul style="list-style-type: none"> <li>• Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources</li> <li>• Make decisions without the use of relevant data provided by the appropriate personnel.</li> <li>• Allow past experiences to interfere with the consideration of new ideas.</li> </ul>

## SECTION V: CLASSIFICATION HISTORY AND APPROVAL

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

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**Department Head's Signature**

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**Date**

**Classification History:**  
Created classification description 4/2016 BCC