

OAK GROVE SCHOOL DISTRICT  
SCHOOL AGE CHILD CARE PROGRAM

JOB TITLE: **SCHOOL AGE CHILD CARE CENTER LEADER I**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Leaders will work with Child Care Program Administrator to develop programs for children that are safe, enriching and recreational. Leader I shall work under the direct supervision of a Program Administrator, with guidance provided by a Child Care Center Leader II.

TYPICAL DUTIES

- Plan indoor and outdoor recreational games for groups of students.
- Assist students in completing homework.
- Independently supervise groups of students in the before and after-school setting.
- Communicate with parents at pick up and drop off times.
- Provide positive leadership and supervision to students, assistants, and program volunteers.
- Supervise the site during hours of operation, including summer activities, school in-service days/vacation.
- Attend ongoing Leader I trainings.
- Build relationships with school staff.
- Take daily attendance.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Experience in working with school-age students in a summer camp or after school setting for at least one year or a total of 120 hours
- High school diploma or equivalent required
- Strong leadership skills in planning activities and taking charge of groups of students in 1:14 ratio
- Strong communication skills, both oral and written
- Six (6) or more Core units of Early Childhood Education preferred
- Knowledge of proper English usage and grammar
- Knowledge of general needs and behaviors of children
- Knowledge of children's recreation activities involving sports, games, arts and crafts
- Skill to understand and carry out both oral and written instructions in an independent manner
- Skill to understand the needs of children and to effectively relate to these needs in a learning and/or recreational situation
- Skill to analyze situations accurately and adopt an effective course of action
- Skill to effectively supervise students in a variety of situations
- Ability to meet the physical requirements necessary to safely and effectively perform required duties
- Skill to establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties