

OAK GROVE SCHOOL DISTRICT  
*SCHOOL AGE CHILD CARE PROGRAM*

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

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Leader II will work with Child Care Program Administrator to develop programs for children that are safe, enriching and recreational. Leader II can attend to the students at the site without the presence of the Program Administrator. Leader II will provide guidance to Leader I and Child Care Assistant.

**TYPICAL DUTIES**

- Plan indoor and outdoor recreational games for groups of students
- Assist students in completing homework
- 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 II trainings
- Build relationships with school staff
- Take daily attendance
- Communicate with Program Administrator with regards to ordering instructional materials, custodial supplies, program snacks and other program needs
- Meet with Program Administrator and/or Director, as requested, to assess program effectiveness
- Keep records of student attendance, communication with parents, and injury reports
- Provide Program Administrator with weekly program schedule
- Communicate with Program Administrator and/or site principal regarding parent/student concerns
- Performs other duties as assigned

**MINIMUM QUALIFICATIONS**

- Experience in working with school-age students in a summer camp or after school setting for two or more years
- High school diploma or equivalent required

Strong leadership skills in planning activities and taking charge of groups of students

- Strong communication skills, both oral and written
- Twelve (12) 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