



Kids Play Supervisor

Department: Community Education

Supervisor: Kids Play Coordinator

Contract: 260 days

Status: Non-Exempt

Position Overview & Responsibilities

Responsible for directly supporting the implementation of the Kids Play and Just 4 Kids programs in coordination with the program Coordinators. Plans and implements daily structured activities for children enrolled in the Kids Play and Just 4 Kids programs. Oversees the daily operation of assigned site, supervising Paraprofessionals and Aides at assigned location.

- Responsible for the day-to-day operations of the Kids Play and Just 4 Kids programs at assigned site.
- Maintain child-to-staff ratios, supervising, monitoring, and enforcing the safety and security of children at all times.
- Plan and implement a variety of activities aimed at engaging children in fun, recreational, and learning activities while promoting positive and respectful relationships.
- Meet the needs of children in the areas of social, emotional, intellectual, and physical.
- Ensure quality care, safety, and an inclusive environment for children attending the program.
- Intervene when necessary by using appropriate and positive strategies such as peer mediation, conflict resolution, problem solving and/or other behavior management techniques.
- Collaborate with parents on matters concerning their children while maintaining confidentiality and professionalism.
- Provide first aid and administer medication to children, communicating with Nurse on health plans and injuries when necessary.
- Comply with District and Kids Play policies and procedures, including but not limited to emergency procedures, confidentiality, diversity, communication, and classroom management.
- Support program participants with special needs, including but not limited to toileting, redirection, or intervention in escalation situations.
- Supervise, train, coach, direct, and evaluate the performance of Paraprofessionals and Aides using the District review process,
- Demonstrate and follow character counts pillars: Trustworthiness, respect, responsibility, fairness, caring, and citizenship with students, coworkers, school personnel, and the community.
- Maintain accurate documentation and record keeping of all reports, including but not limited to medication logs, accident and injury reports, lesson plans, discipline reports, attendance, and schedules for children and staff.



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- Keep site clean and tidy, storing equipment responsibly and ensuring that equipment is in good working condition prior to usage.
- Assist in ordering supplies, snacks and milk for the program.
- Monitor food allergies of children.
- Communicate with Coordinators on a regular basis regarding needs or concerns.
- Perform routine computer functions, including the use of district e-mail, time clock system and account/billing program.
- Participate in staff development workshops, meetings, and trainings as directed by Coordinators.
- Performs other related duties as assigned.

Requirements & Qualifications

Two years of post-secondary education in elementary education or a related field required. Must be 21 years of age or older and have previous experience working with school-aged children. Previous supervisory experience and experience in a formal child care setting and experience using behavior management techniques preferred.

Must be able to lift up to 25 pounds. Must be willing and able to work in a fast-paced, physically-active indoor and outdoor environment associated with children's activities. The environment may also be loud and have a range of temperatures.

Essential Functions & Skills

This position requires an ability to work safely and independently under the direction of the Kids Play Coordinators.

- Ability to lead and manage staff and children in a changing, fast-paced environment.
- Ability to work effectively with administrators, students, staff, vendors and guests.
- Ability to foster collaboration and positivity within different program areas.
- Ability to multitask and ensure safety at all times.
- Ability to follow written and verbal directions.
- Strong communication and customer service skills.

Equal Employment Opportunity Employer

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status.