

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Kids Play Paraprofessional	Community Education and Services	Kids Play Supervisor/Assistant Kids Play Coordinator
<b>JOB SUMMARY:</b>  Supervise and implement daily activities for children at Kids Play		
<b>QUALIFICATIONS:</b>  Requires a high school diploma or equivalent (GED). Experience with school-age children; Must be 18 years of age; able to lift 25 pounds, work indoors and outdoors in a range of temperatures, and in a fast pace physically active and loud environment associated with children’s activities.		
TASK NO.	DESCRIPTION WORK YEAR: 260 days	FREQUENCY

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|---|---|------|
| 1 | Supervise children in gym, computer lab, art areas, free time areas, outside, swimming pools, homework area, on field trips which includes bus rides, etc. and be actively involved with children by guiding children through a variety of activities and playing games and assisting them in clean-up activities | 70%  |
| 2 | Manage children’s behavior and assist with the enforcement of rules, regulations, and safety precautions of Kids Play or school building  | 10%  |
| 3 | Assist supervisor with planning and prepping age-appropriate activities or special events   | 6% % |
| 4 | Communicate and interact with parents positively; greet every parent and child upon arrival and departure   | 5%   |
| 5 | Assist with maintaining clean and neat work areas   | 2%   |
| 6 | Give breaks to other staff  | 2%   |
| 7 | Assist in record keeping including FYI’s, discipline reports, attendance and schedules for children and staff   | 2%   |

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TASK NO.	DESCRIPTION	FREQUENCY
8	Attend meetings, workshops and training sessions as directed by supervisor	2%
9	Perform other related duties as assigned.	1%

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SUPERVISOR'S APPROVAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMITTEE'S APPROVAL

\_\_\_\_\_  
DATE