



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

After-School Program Leader - 2023-24 - D69 School Year

Job Summary

The After School Program Leaders (ASPL) will lead a small group of elementary (Grades K-2 or 3-5) or middle school (Grades 6-8) students in daily interest-based enrichment programs and community-building. Programming includes art, sports & recreation, cooking, and other interest-based activities. The After School Program Leaders (ASPL) will build positive relationships with students that support their success and well-being.

Organizational Relationships

The After School Program Leader (ASPL) is supervised by the Student Activities Director and reports to the school-based Out of School Time Manager (OST Manager) at their assigned building.

Qualifications

- Graduated from high school
- Ability to work with a diverse group of team members and youth
- Ability to understand and carry out oral and written directions
- Ability to visually supervise students, assess situations for safety concerns
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student, and co-worker relationships
- Ability to physically move about the school building and playground
- Ability to participate in and apply district-approved behavior management procedures
- Ability to speak, write, read, and understand English

Performance Responsibilities

1. Supervise youth during program hours, cultivating a safe, structured, and restorative space for all students and staff.
2. Lead or assist in all activities, and maintain a positive, inclusive approach with assigned participants.
3. Assist with setting up needed materials and supplies including preparing the camplike environment while adhering to safety and cleanliness standards.
4. Keep account of all equipment issued in your care, and report lost, stolen, or damaged equipment to the supervisor.
5. Communicate any disciplinary problems, accidents, first aid emergencies, and other important matters that arise.

6. Demonstrate a professional attitude when dealing with the public in order to maintain good customer relations.
7. Maintain timely and accurate records including youth attendance and personnel time sheets.
8. Attend and chaperone field trips.
9. Model behaviors that align with [District 69's mission and vision.](#)
10. Other duties as assigned by the Student Activities Director.

Terms of Employment

This is a temporary and seasonal position.

Fall 2023 Session Dates & Work Hours

October 2 - December 21, 2023

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| Madison Elementary (Grades K-2) <u>Student Hours:</u> 2:50-5:30 M-Th 2:50-5:00 F | Edison Elementary (Grades 3-5) <u>Student Hours:</u> 3:15-5:45 M-Th 3:15-5:15 F | Lincoln Jr. High (Grade 6-8) <u>Student Hours:</u> 3:15-5:45 M-Th 3:15-5:30 F |
| After-School Program Leaders (ASPL) Hours M: 2:00 p.m. - 5:45 p.m. T-Th: 2:15 p.m. - 5:45 p.m. F: 2:15-5:15 p.m. | After-School Program Leaders (ASPL) Hours M: 2:45-6:00 p.m. T-Th: 3:00 p.m.-6:15 p.m. F: 3:00 p.m.-5:30 p.m. | After-School Program Leaders (ASPL) Hours M: 2:45-6:00 p.m. T-Th: 3:30 p.m. - 6:15 p.m F: 3:30 p.m.-5:30 p.m. |
| No scheduled work on: 10/9, 10/10, 10/12, 10/18, 10/31, 11/13, 11/22, 11/23 | | |

Evaluation

The performance of this job will be evaluated in accordance with Board policy on evaluation of support service personnel.

Rate of Pay: \$17 per hour (if returning, will get \$17.50 (higher rate))

Hours Per Week:

Madison After School Program Leaders (ASPL): 17.25 hours per week

Edison After School Program Leaders (ASPL): 16 hours per week

Lincoln After School Program Leaders (ASPL): 13.5 hours per week