

**BRIGHTON SCHOOL DISTRICT
CLASSIFIED POSITION JOB DESCRIPTION**

Job Title: Child Care Program Leader
Date Prepared or Last Modified: December 1, 2021
Work Year: 188 days /9 month /5 days
Department: Childcare Program
Reports To: Before/After School Child Care Manager

SUMMARY: Supervise students in Kindergarten through 5th grade in the before/after school and full day Monday programs, including maintaining daily records of attendance; preparing, planning, and implementing materials for small and large group activities; conducting STEM activities, and discussing issues with parents as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- D 75% Actively supervise children and ensure that the environment is safe, healthy and secure for the children and staff.
 - D 10% Plan and prepare appropriate materials for daily activities, conduct STEM activities, as well as organize craft projects, game playing, and assist children with homework.
 - D 4% Maintain daily records of attendance and know where children are at all times.
 - D 3% Prepare and clean-up after snack. Ensure that good hygiene is followed during snack time.
 - D 3% Maintain a clean and healthy environment for children by cleaning the facility, sanitizing surfaces, putting toys and games away.
 - M 2% Attend monthly staff meetings to discuss issues and concerns about children and activities. In addition, receive information on changes within the district, childcare programs, and participate in online training.
 - D 2% Guide parents to monthly newsletters and program information contained in the parent handbook and childcare web page.
- Ongoing 1% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma or equivalent.

EXPERIENCE: Childcare experience and 3 months of full time satisfactory and verifiable experience working with school age children.

SKILLS, KNOWLEDGE, & EQUIPMENT: Oral and written communication skills; English language, interpersonal relations, basic math and accounting, customer service and public relations; critical thinking and problem solving; and organizational skills. Some personal computer, keyboarding, work processing and telephone skills are required. Ability to manage confidentiality in all aspects of a job, manage multiple priorities, manage multiple tasks with frequent interruptions, ability to diffuse and manage volatile and stressful situations.

CERTIFICATES, LICENSES, & REGISTRATIONS: CPR, First Aid, Standard Precautions certifications required and Medication Administration and delegation training must be acquired within 30 days from hire date. 15 hours of childcare training is required annually.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, sit, stoop, kneel, crouch or crawl. The employee frequently is required to talk and hear. The employee is occasionally required to reach with hands and arms, climb or balance, taste and smell. The employee must occasionally lift and/or move up to 50 pounds and regularly be required to lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet or humid conditions (non-weather) fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to instruct, compute, synthesize and evaluate. Frequently required to communicate and negotiate. Occasionally required to analyze copy and coordinate.