



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

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 Leaders (ASPL) is supervised and reports to by the Student Activities Coordinator.

Qualifications

- 18 years old or older
- 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 decision 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
- Fluency in a second language, preferred

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, 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, 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 with work scheduled during a Fall, Winter and Spring Session paid at an hourly rate of \$17.00. Returning staff from the 2023-24 School Year will receive an additional \$.50 per hour.

Fall 2024 Session Dates & Scheduled Work Hours

October 1 - December 20, 2024

Madison Elementary (Grades K-2)	Edison Elementary (Grades 3-5)	Lincoln Jr. High (Grade 6-8)
M: 2:00 p.m. - 5:45 p.m.	M: 2:45-6:00 p.m.	M: 2:45-6:00 p.m.
T-Th: 2:15 p.m - 5:45 p.m.	T-Th: 3:00 p.m.-6:15 p.m.	T-Th: 3:30 p.m - 6:15 p.m
F: 2:15-5:15 p.m.	F: 3:00 p.m.-5:30 p.m.	F: 3:30 p.m.-5:30 p.m.

Note: There is no work scheduled on days when District 69 is not in session and during parent-teacher conferences.

Evaluation

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