Adams12 Five Star Schools

Job Description
Prepared/Revised: January 2026

Job Title:	**CCLC Site Leader**	Job Code:	**120531**
Job Family:	**BASE & After School Programs**	FLSA Status:	**Non-Exempt**
Pay Program:	**Classified**	Shift Differential:	**No**
Typical Work Year:	**9 months**	Pay Range:	**G5**

SUMMARY: Lead and support children in the CCLC Program during educational and recreational activities and field trips. Duties include providing direction, guidance and assistance to students; effectively handling student discipline situations; ensuring student safety and security; communicating with parents, staff, teachers and site director; opening, closing and securing school building; preparing snacks; cleaning classroom areas; recording attendance; assisting sick or injured students; assisting CCLC Program site director with supervision of staff; and creating new activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Supervise, support, guide and assist students during crafts, art projects, games and other activities to provide developmental stimulation and meet the children's needs. Create interesting educational activities to engage the interest of students. Monitor student behavior during activities, effectively handle student discipline situations and encourage and support positive behavior. Record attendance and contact parents regarding absent students.	D	70%
2. Observe the children and monitor the safety and security of the building at all times to ensure the children's health and safety. Prepare snacks and clean the activity, cafeteria and kitchen areas after use. Distribute medicine to students as directed and provide general First Aid when needed. Maintain student to staff ratios.	D	12%
3. Communicate information with parents, staff and teachers regarding child and/or program. Call parents to get authorization for an unauthorized adult to pick up the student from the program. Check identification of adults picking up students.	D	10%
4. Assist BASE Program director with developing and supporting BASE Program site aides including mentoring, training, and completing paperwork, interviewing and hiring. Supervise and maintain order of staff and students and communicate any issues to the site director. May be responsible for review, approval and verification of reported time using the district time and labor system.	D	5%
5. Open, close and secure school building at the end of the program by locking doors and turning off lights.	D	2%
6. Perform other job-related duties as assigned.	Ongoing	1%
	TOTAL =	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:
- High school diploma or equivalent preferred.
- Minimum of 6 months of experience in supervising and monitoring students.
- Must be at least 18 years old.

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire.
- CPR, First Aid and Universal Precautions Certifications are required within 90 days after entering position. Will be required to take medication administration training as needed.
- Must complete current state required annual continuing education (presently 15 hours minimum) related to one or more of the following: child growth and development, health and safe environment, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.

- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of district telephone and basic kitchen equipment/supplies required within 1 month after entering position.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	CCLC Site Director	120530

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory experience.		

- Assist CCLC Site Director with supervising CCLC Site Aides including mentoring, training, interviewing and hiring.
- Responsible for supervising the behavior and well-being of students including getting on and off the bus, field trips, on recess, etc.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budget responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit			X	
Use hands and fingers, to handle and/or feel			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct				X
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	