**Position Description**

**Job Title:** School Age Group Leader

**Department:** Child Development Services

**Status:** Non-exempt/Hourly

**Position Summary:**

Group Leader assumes primary role in designing and implementing activity plans, record keeping, care and supervision of children in the classroom, communicating with parents and administrative staff, and delegate’s appropriate duties and responsibilities to the assistant group leader. Group Leader works in a leadership role, supervising the assistant group leader to ensure that all daily functions of the classroom are carried out to reflect agency’s mission and philosophy, current licensing standards, and high standards for overall quality of care and services provided.

**Major Responsibilities:**

1. Writes and implements daily/weekly plan for children in the classroom.

2. Ensures that a child’s physical, emotional, and educational needs are met through: visual supervision and observation of the group; one-on-one interactions with individual children; regular communication with parents, care-givers and other staff; and working with parents and support agencies to devise individual education plans for children with special needs.

3. Ensures that necessary classroom records and documentation are kept current, organized, on file, and posted.

4. Ensures, through communication with administrative staff, that licensing, safety, and sanitation standards are maintained in the classroom.

5. Ensures that assistant group leader works consistently and in cooperation with Group Leader to reflect agency’s mission and philosophy in all daily operations of the classroom.

**Other Responsibilities:**

1. Provides leadership by acting as a positive role model for assistant group leader and creates professional climate for carrying out the daily operations of the classroom.

2. Seeks opportunities to further education and attends all relevant training necessary to meet annual in-service requirements.

3. Accepts additional duties and responsibilities as assigned by School Age Coordinator.

3. Ensures the provision of quality services to clients through participation in the agency's Continuous Quality Improvement (CQI) process.

4. Displays competence & responsiveness to cultural differences present in both customer & employee population.

**Reporting Relationship:**

Position reports to: School Age Coordinator

**Qualifications:**

Knowledge: Must have 7 clock hours of school age program training. High school diploma or GED required. Prefer 2 semester hours in child and youth development, school age programming, or child care administration from an accredited college or university. Knowledge of developmentally appropriate practices in school age classrooms.

Experience: Must be at least 21 years of age with at least one year’s experience in a licensed school age program or camp setting.

Skills/physical/working conditions: Excellent verbal and written skills for communicating effectively with co-workers, parents, and visitors. Level of physical fitness that allows group leader to keep pace with school age children.