

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Locator: 3.28

Position Title: Lead Facilitator – Before and After School Care

Reports To: Coordinator of Before and After School Programs/Building Principal

SUMMARY

Under the direction of the Program Coordinator, plan, organize, and supervise activities for students. Plan and execute a safe and educational program in accordance with the purpose and goals of the Wentzville School District.

QUALIFICATIONS/REQUIREMENTS

High school diploma or general education degree required. A minimum of one year experience in a childcare setting or related field required. Proven leadership abilities in dealing with students, staff, and parents and the ability to establish and maintain cooperative working relationships with building staff. Ability to communicate effectively, both orally and in writing. A background in elementary education preferred.

ESSENTIAL JOB DUTIES

- Act as a liaison between the Coordinator and Site Facilitators.
- Manage student behavior, including time on the playground.
- Maintain ongoing communications with the parents regarding their students.
- Effective organizational and interpersonal skills.
- Ability to exercise tact, discretion, and maintain confidentiality.
- Leads and trains Site Facilitators in policies and procedures.
- Reviews lesson plans, supply requests, and other materials needed in maintaining an active and effective program.
- Perform clerical duties in support of the site's program.
- Assist in the arrangement of substitutes when needed.
- Participates in all required meetings such as monthly staff meetings, workshops and conferences.

PHYSICAL DEMANDS

- Exert 50 to 100 pounds of force occasionally (33%), or and/or
- Exert 25 to 50 pounds of force frequently (33-55%), and/or
- Exert 10 to 20 pounds of force often to move object

OTHER DUTIES AND RESPONSIBILITIES

Performs other appropriate duties as assigned by the Coordinator of Before and After School Programs/Building Principal.

MENTAL DEMANDS

Ability to function in a multi-tasking environment. Flexibility to adapt to changing operational conditions. Excellent interpersonal and public relations skills. Ability to function in high stress situations. Ability to communicate clearly both verbally and in writing. Ability to read, learn and respond to a variety of job related subjects.

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ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERM OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District policy.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services personnel.