

# **Job Description for Leader: Before and After Care**

Responsible to: Director

## **SELF-MANAGEMENT AND PROFESSIONAL CONDUCT**

1. Be a committed Christian.
2. See his/her role as a calling for ministry, understanding the role of the mission of Before and After care program.
3. Understand that the lead teacher's first priority is to "teach" the children about the love of Jesus through positive role modeling, gentle and consistent temperament, and caring relationships.
4. Be a positive, caring person with enthusiasm for caring for children.
5. Attend all staff meetings, attend workshops and seminars whenever possible, and log at least 12 training hours each year.
6. Maintain Red Cross first aid and child and infant CPR certifications.

## **STAFF MANAGEMENT**

1. Plan yearly, monthly and weekly goals and objectives in written form; have the goals/lesson plans approved a month in advance by the director.
2. Maintain inventory of equipment and supplies for program.
3. Based upon the lesson plans and inventory, plan for and request materials and supplies by the 25th of each month.
4. Supervise and/or prepare materials for each day's activities.
5. Support other staff by being a positive role model and providing guidance when working with each other and children.
6. Meet with other staff (within the room or between shifts) for planning and problem solving.

## **CHILD MANAGEMENT**

1. Develop daily programing based upon yearly focus, state learning objectives; submit in written form to the director a month in advance; keep written programing available for substitutes.
2. Supervise the management of the schedule.
3. Supervise maintenance of attendance records in the classroom.
4. Execute and maintain records for fire, tornado and lockdown drills.
5. Follow positive discipline policies as outlined in the staff manual.
6. Help prepare, serve and clean up breakfast and snacks for the children.
7. Directly supervise children outside.
8. Administer first aid when necessary, as trained; report all accidents/incidents on appropriate forms.
9. Administer medicine as prescribed, and sign off on medicine forms.
10. Keep room neat and orderly; give attention to unassigned areas, such as corridors, staff room and storage closets, and report any problems to the director.
11. Maintain open, honest, respectful communications with parents, planning for conferences when necessary; communicate with parents regarding exceptional behavior, accidents, illnesses and discipline.
12. Call the director in a timely manner when ill.
13. Be punctual.
14. Become familiar with the staff manual.

## PERSONAL CHARACTERISTICS

1. Have stamina, both physical and emotional, to work with school aged children.
2. Display abilities in planning, coordinating and implementing lesson plans.
3. Demonstrate initiative and competence in working effectively without close supervision.
4. Have a genuine, Christ-like love for children.

## QUALIFICATIONS

Associate degree in Early Childhood Education; Child Development Associate Credential (CDA) with at least one year of experience; or bachelor's degree in Early Childhood Education, Child Development or related field.