

# **ENEMY SWIM DAY SCHOOL – TOKA NUWAN WAYWAPI POSITION DESCRIPTION**

**Title: Afterschool Group Leader, Summer Activity Leader or Summer Assistant Activity Leader**

**LOCATION:** Enemy Swim Day School Community Education

## **POSITION RESPONSIBILITIES:**

1. Write/Plan/Prepare/Lead daily school-age student activities (inside and outside) (K-8<sup>th</sup>),
2. Responsible for direct Supervision and Safety of school-age students (1 adult per 10 to 15 students),
3. Maintain daily accountability of students,
4. Comfort children that show signs of illness,
5. Document all daily student incidents/consequences and/or treatment given (including discipline, illness, and first aid),
6. Maintain and enforce the OST Discipline/Reprimand Policy,
7. Maintain and enforce OST Expectations of all areas used during the program,
8. Responsible for clean-up of all Afterschool activities,
9. Attend mandatory CPR and First Aid certification-training,
10. Attend required trainings-18 hours per year (CPR/FA not included in the 18 hours) and professional development classes (to include but not limited to; health and safety practices, discipline, scheduling, education, future planning, child development, child academic achievement and problem solving),
11. Attend ESDS staff meetings, when requested by the Community Education Director, Principal or Superintendent to collaborate with teachers and other staff,
12. Attend Special Events as scheduled (Set-Up, Lead Activities, Clean-Up),
13. Disinfect equipment,
14. Prepare snacks,
15. Assist classroom teacher with students during school day as scheduled to learn teaching and classroom behavior techniques,
16. Assist with licensing and accreditation process,
17. And perform other duties as assigned.

## **POSITION QUALIFICATIONS:**

Preferred High School Diploma/GED or, actively working on GED (Preference given to Adult Students registered at the ESDS Adult Learning Center and must be 18 years of age or older, Energetic, Physically Active (due to fast paced working environment), Enjoys working with school-age children. Must pass background check.

## **HOURS/SCHEDULE:**

Dates as Scheduled during the ESDS School Year and/or Summer Afterschool, typically 5 hours from 12:30pm 5:30pm M-Th and Special Events/Field Trips during the evening or on week-ends scheduled throughout the school year. Summer, typically 8am to 3pm M-Th with possible evening event. (See Staff calendar for scheduled dates)

## **SUPERVISORY CONTROLS:**

Supervised and evaluated by the Community Education Director for Afterschool Group Leader  
Supervised and evaluated by the Summer Academic Director for the Summer Activity Leader and Summer Assistant Activity Leader