

# TOKA NUWAN WAYAWA TIPI

## POSITION DESCRIPTION

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

### **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. Document all daily student incidents/consequences and/or treatment given (including discipline, illness, and first aid),
5. Maintain and enforce the OST Discipline/Reprimand Policy,
6. Maintain and enforce OST Expectations of all areas used during the program,
7. Responsible for clean-up of all Afterschool activities,
8. Attend mandatory CPR and First Aid certification-training,
9. 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),
10. Attend ESDS staff meetings, when requested by the School Community Director, Principal or Superintendent to collaborate with teachers and other staff,
11. Attend Special Events as scheduled (Set-Up, Lead Activities, Clean-Up),
12. Disinfect equipment,
13. Prepare snacks,
14. Assist with licensing and accreditation process,
15. And perform other duties as assigned.
16. During a pandemic, all employees will be designated as essential staff. Employees may be assigned to duties that would be categorized under other job duties such as bus driver (suburban/mini bus), bus monitor (monitor students and/or deliver meals), kitchen assistant (help prepare meals), family outreach and/or other duties to keep the continuity of the school running smoothly.

### **POSITION QUALIFICATIONS:**

Preferred High School Diploma/GED or, actively working on GED 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 OST Coordinator for Afterschool Group Leader. Supervised and evaluated by the Summer Academic Director for the Summer Activity Leader and Summer Assistant Activity Leader