

## AFTER SCHOOL PROGRAM LEADER

### JOB DESCRIPTION

#### General Description

The after school program leader shall help students with homework, supervise outside/inside activities, maintain a clean and safe environment for the children.

#### Qualifications

1. A program leader shall meet all of the following qualifications:
  - a. Be one who has received Jesus Christ as Savior and Lord.
  - b. Be a member in good standing of an evangelical church and demonstrate a good testimony in the community.
  - c. Be at least 21 years of age.
2. A program leader shall meet one of the following Department of Human Services (DHS) qualifications:
  - a. Two years of college education and six months experience in working with school-age children; or
  - b. Child development associate (CDA) and six months experience in working with school-age children; or
  - c. Completion of high school and nine months of experience in working with school-age children; and
3. A program leader shall meet all of the following Department of Human Services (DHS) requirements:
  - a. Attend an orientation training provided by DTCA.
  - b. Obtain Criminal clearance and fingerprinting through the Department of Human Services.
  - c. Provide a current certificate in first aid and child/adult CPR

#### Physical Requirements

1. Health Standards for Staff
  - a. The results of employment physical examinations of each person employed in the facility and each volunteer who serves ten or more hours per week shall be on file at the facility;
  - b. Written evidence that each staff or volunteer is free from communicable tuberculosis as a result of a negative tuberculin skin test or a satisfactory chest x-ray taken within twelve months before beginning child care shall be on file at the facility. The tests shall be repeated in compliance with chapter 11-164, Hawaii Administrative Rules, of the state department of health;
  - c. Each caregiver with an identified health problem shall provide the facility with a written statement from a physician that the caregiver is able to care for school age children.
2. A program leader must be able to do custodial cleaning (i.e. sweeping, mopping when needed, moving children's chairs and desks).

3. A program leader must be able to lift and carry at least 35 lbs.

### **Responsibilities**

A program leader shall:

1. Arrive a few minutes before After School Program begins.
2. Take attendance at the beginning of After School Program.
3. Keep accurate records on all students in the program.
4. Discipline in love any students that misbehave.
5. Supervise outside and inside play and other activities to ensure safety and well-being at all times.
6. Interact with the children when students are present, attention must be focused on them not on other adults or activities.
7. Oversee homework and snack time.
8. Treat all children with dignity and respect.
9. Keep a clean and safe environment.
10. Call parents if student becomes sick.
11. Ensure all children are signed out by and authorized parent or nominated person.
12. Stay until all students have been picked up by a parent/guardian.
13. Make sure the room is left clean and ready for the next school day.
14. Make sure all outside balls and equipment are returned to the proper place.
15. Report to the Principal any problem that may occur with the children.

### **Responsible to:**

The After School program leader is responsible to the school principal.

### **Hours**

2:15 to 5:30 pm Monday through Friday according to the school calendar. There is no After School Program on early dismissal days.

### **Salary**

Salary is commensurate with experience. Payroll is processed the 15th and 30th of each month. Employees are required to use the Time Clock located in the kindergarten classroom.