

# Red Wing Public Schools Position Description

## Kids Junction Site Lead

---

### General Information

Department: Community Education and Recreation  
Unit: Non-Classified Personnel  
Immediate Supervisor: School Age Care Coordinator  
Grade Placement: 9 / 410  
FLSA Status: Non-Exempt

### Position Summary

The Kids Junction Lead Teacher assists the School-Age Coordinator to provide childcare during non-school hours.

### Essential Duties and Responsibilities

1.	<p>Assists the Coordinator with planning, organizing, and monitoring age appropriate activities for children within the School Age Care Program that provide a safe, fun and educational environment:</p> <ul style="list-style-type: none"><li>a) Assists with planning and implements a variety of enrichment and recreational activities.</li><li>b) Provides a variety of games, crafts, recreational and educational activities for children.</li><li>c) Interacts with children and supervises activities in the classroom, gym and playground.</li><li>d) Monitors and provides for a safe and secure environment for the children.</li><li>e) Models and teaches appropriate behavior.</li><li>f) Monitors the behavior of children and takes appropriate actions within program rules and procedures to ensure the safety of the children and compliance with behavioral guidelines, rules and standards of the program.</li><li>g) Administers appropriate medications to children as prescribed and consistent with program deadlines.</li></ul>
2.	<p>Under the direction of the Coordinator, guides and supports program assistants to conduct daily activities of the program:</p> <ul style="list-style-type: none"><li>a) Monitors program assistants to provide program activities and functions.</li><li>b) Provides input and feedback to Coordinator concerning staff performance issues and concerns.</li><li>c) Provides assistance and monitors staff in daily concerns, problems and/or issues of the program.</li></ul>

3.	<p>Interacts and communicates with parents, program staff, building staff and the Coordinator concerning the daily operation of the program and observation of child behavior or issues (for example, developmental, social or emotional).</p> <p>a) Informs parents and building staff of activities, problems and issues.  b) Meets with parents to communicate issues regarding behaviors and observations.  c) Works with department staff to identify developing problems or issues with children or program activities.</p>
4.	Prepares inventories and program snacks, supplies and materials.
5.	Supervises and assists in the set-up, cleaning and tear down of the program site.
6.	Monitors and maintains site records, attendance system, student files and attendance sheets.
7.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

### Required Education, Training, and Work Experience

Required Education / Training: High school diploma or GED

Degree Information: Not applicable

Major Field of Study or Degree Emphasis: Not applicable

Required Work Experience: Minimum of 6 months in childcare or educational setting

Licenses / Certifications Required:

- CPR certification required after hire
- First aid certification required after hire
- 20 hours of training each year

## **Essential Knowledge Required to Perform the Essential Functions of the Position**

- Practices, techniques, and fundamentals of school aged child care programming and age appropriate services.
- Fundamentals of work coordination and delegation.
- Fundamentals of child development
- Relevant laws, rules, regulations or guidelines pertaining to school aged care programs, operations, and safety requirements.
- Kid's Junction program operational policies, parent handbook, program standards and procedures.
- Office equipment, technology and computers and program applications.

## **Essential Skills Required to Perform the Work**

- Guiding and supporting site personnel.
- Oral and written communication skills.
- Supervising groups of children in accordance with behavioral guidelines and rules to assure an appropriate environment and the safety of participants and staff.
- Planning and implementing site activities in accordance with program themes.
- Updating and preparing site files, records and reports in accordance with department requirements.
- Dealing with children, staff, parents, program coordinator, administrators and building personnel concerning issues and activities. Interactions require the explanation of program operational rules and working with others to gain cooperation and understanding of educational issues/needs.

## Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand		X		
Walk		X		
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands arms				X
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to some disagreeable conditions involving human/student contact and exposure to minor illness.

## Classification History and Approval

Created: 7/2014 by Bjorklund Compensation Consulting

Last Banded: 10/4/2020

Last Revised: 10/14/2020