

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Group Leader
Program:	School Age Connections
FLSA Class:	Non-Exempt
Position Accountable to:	Supervisor
Position(s) Accountable for:	Assistant Group Leaders and Subs
Purpose of Position:	To ensure high quality services by assisting in daily tasks, giving parents peace of mind while at work and giving children an exciting and relevant enrichment and academic program.
Educational Requirements:	Minimum requirement: 2 semesters of ACDS or 15 relevant college hours
Experiential Requirements:	One year of supervised relevant experience with children and experience in adult leadership roles
STARS level:	III
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Drivers License, Liability Insurance, and Acceptable Driving Record:	Required
Additional Required Certifications/Tests/Licenses:	STARS Certification CPR and First Aid Certification Physical Examination TB Test Medication Administration Certification Food Handlers

Capabilities/Skills:
<p>Able to organize and be self-directed, work collaboratively, facilitate group activities and maintain a high level of confidentiality.</p> <p>Able to be reliable, responsible and dependable.</p> <p>Able to evaluate and/or prepare financial and statistical reports in a timely manner.</p> <p>Ability to adapt, troubleshoot and present solutions in a fluid work environment.</p> <p>Possess and demonstrate excellent verbal and written communication skills, including knowledge of word processing and spreadsheet software.</p> <p>Perform assignments efficiently and accurately with attention to details.</p> <p>Be a supportive and productive role model for agency and program.</p>

Provide leadership in a productive team environment.

Demonstrate effective problem solving skills.

Ability to lift tables (plastic card tables), lunch tables and chairs.

Ability to remove a child from an emergency situation (Children between ages 5 – 12).

Essential Responsibilities:

General

Adhere to NAEYC Code of Ethics.

Assist any agency representative, as needed.

Actively participate in fundraising for River Valley Child Development Services programs.

Able to supervise and implement program activities for a group of children with or without assistance.

Submit new purchase orders prior to the beginning of each quarter.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Facilitate program operations according to the agency Management by Objectives benchmarks.

Plan and implement program budget with Director of Business and Finance; prepare and submit monthly, quarterly and/or annual reports as required.

Oversee all program activities including planning and facilitating regular staff meetings.

Participate in monthly management team meetings and committee meetings as needed.

Keep supervisor informed on all relevant matters.

Have primary responsibility for the direct care of children.

Staff Supervision

Schedule staff and approve bi-weekly payroll time reports and leave forms.

Approve monthly transportation and travel reimbursement requests.

Monitor lesson plans regularly.

Consult with staff regarding concerns.

Assist in planning Agency In-Service and Program In-Service.

Conduct monthly classroom observations.

Provide staff development/certification opportunities.

Regularly monitor children's activities; monitor and update children's records.

Coordinate curriculum development and selection of materials.

Assess classroom space and assist in needed improvements.

Assist staff in solving child management problems.

Supervise all staff/volunteers at the Connection.

Coordinate volunteers and education students, as needed.

Program

Communicate with staff, families and children.

Participate in team planning.

Coordinate lesson plans with supervisor.

Demonstrate patience and understanding to staff, children and families served; discuss issues with parents in an understanding way.

Orient new families.

Participate in regular staff meetings.

Recruit enrollment.

Keep a clean and attractive space.

Conference with parents about concerns as needed.

Work with each child on a one-on-one basis, as well as in small and/or large groups.

Collect childcare fees for deposit.

Communicate with parents about past due fees, late pick-up fees, required records and changes in family data.

Play and provide developmentally appropriate materials and program experiences for children.

Prepare and approve memos and flyers distributed to families.

Stay informed of community activities and resources to ensure program is involved.

Request equipment repairs and monitor consumable supplies.

Assist with updating manuals of policies and procedures, parent handbook, job descriptions, evaluation forms and other forms as needed.

Maintain inventory by requesting supplies and equipment; submit inventory.

Perform data entry of child and family information.

Know, understand and adhere to State of WV Child Care Licensing Regulations, Child and Adult Care Food Program (CACFP) requirements and WVDHHR Child Care eligibility.

Complete all forms required by West Virginia Child Licensing Regulations, Child and Adult Care Food Program (CACFP) and WVDHHR Child Care Eligibility.

Assist representatives related to licensing, health department, fire marshal or food program.

Understand children in mixed age setting.

Regular travel within an assigned region.

Any other duties assigned by the Executive Director, Supervisor.

Staff Signature

Date