

## Latchkey Group Leader Job Description

**Purpose:** Provide direction, guidance and supervision for children during Latchkey activities. Provide leadership in planned group activities.

**Responsible to:** Latchkey Assistant Director

**Salary:** Contract

**Date:** May 2012

**Qualifications:**

1. Experience with school age childcare.
2. Desire to continue career improvement.
3. Strong interpersonal skills.
4. High school diploma equivalent preferred.

**Essential Functions:**

**1. Knowledge, Skill and Abilities**

- a. Supervise children enrolled in program.
- b. Follow daily activity plans as developed by the Latchkey Assistant Director or Director.
- c. Provide supervision, guidance, and discipline in a fair and consistent manner.
- d. Encourage children to complete activities and return materials
- e. Communicate with the Assistant Director or Director frequently on discipline, injury, and concerns.
- f. Comply with all district policies, rules and regulations.

**2. Physical Requirement/Environment Conditions**

- a. Requires prolonged sitting or standing.
- b. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- c. Requires stooping, kneeling, crawling, bending, turning and reaching.
- d. Requires climbing and balancing.
- e. Must be able to work in noisy and crowded environments.
- f. Must be able to work in and around dust, fumes and odors.
- g. Requires regular attendance and/or physical presence at the job.

**Performance Responsibility:**

1. React to change productively and handle other tasks as assigned.
2. Appropriately operate all equipment related to specific job duties.
3. Adhere to all district health and safety policies

4. Ensure that all activities conform to Derby Public Schools and program guidelines.