

**sJob Title:** After School Group Leader

**Exemption Status/Test:** Nonexempt

**Reports to:** Coordinator of Child Development Center

**Date Revised:** 2024

**Dept./School:** Curriculum & Instruction - LCDC

**Pay Grade:** TB 5

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**Primary Purpose:**

Provide after school activities and programs ensuring that each child is well cared for and safe. Assist in planning and implementing daily activities that are developmentally appropriate, engaging, diverse, and entertaining.

**Qualifications:**

**Education/Certification:**

High school degree or equivalent preferred

**Special Knowledge/Skills/Abilities:**

Knowledge of developmental needs of students

Clerical and record keeping skills

Excellent public relations, organization, communication, and interpersonal skills

Ability to implement planned activities

**Experience:**

Experience working with children

**Major Responsibilities and Duties:**

**After School Program Management**

1. Implement developmentally appropriate, engaging daily activities. Guide students' growth in the areas of social-emotional development, problem solving, self-help skills, language and communication, large and small motor skills, creativity and imagination.
2. Engage students in special events and activities.
3. Manage student behavior in accordance with Student Code of Conduct and student handbook.
4. Implement lesson plans that reflect accommodations for individual student differences.
5. Ensure a friendly, inclusive, and supportive atmosphere. Encourage positive participation of all students in daily activities and events.
6. Work cooperatively with teachers, district staff, parents/guardians to provide the best possible after environment for each student.
7. Maintain organized and neat environment, equipment, and storage areas. Return areas used by the after school program to original cleanliness.
8. Report unsafe behavior or conditions to the Coordinator of the Child Development Center.

**Communication**

9. Model conversations, manners, cleanup activities, listening skills, etc., for the purpose of demonstrating appropriate social and interpersonal behavior.
10. Communicate with parents/guardians regarding their child's experience.

**Administration**

11. Report and document any discipline, accidents, inappropriate social behavior, etc. according to state and local policies and report to licensing if applicable. Keep a written record of who is in your care at all times.

**Other**

12. Participate in staff development activities to improve job-related skills.
13. Maintain confidentiality and comply with policies established by federal and state law, State Board of Education Rule, Texas Health and Human Services Commission, and Local Board Policy.
14. Demonstrate superior customer service with district staff, students, and community stakeholders.
15. Follow district safety protocols and emergency procedures.
16. All employees are cross-trained to support other age groups when needed.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment

**Posture:** Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

**Environment:** Work inside; may work outside; regular exposure to noise

**Mental Demands:** Work with frequent interruption; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_