



TRITON REGIONAL SCHOOL DISTRICT

Respect, Integrity, and Excellence for All

POSITION: *Kids Club Onsite Coordinator*

PURPOSE OF POSITION:

To oversee and develop a childcare program that helps students develop and strengthen academic, physical, and social skills within an after school setting

REPORTS TO: *Assistant Superintendent*

PERFORMANCE RESPONSIBILITIES:

1. Assists students, individually or in small groups, with assignments for the purpose of presenting and/or reinforcing learning concepts and reaching their academic goals and potential
2. Monitors individual and/or groups of students in a variety of settings for the purpose of enforcing school rules and procedures regarding student behavior and participation and/or providing a safe, respectful and positive multicultural learning environment
3. Develops programming to advance the physical, social and emotional and intellectual development of children
4. Attends meetings with Kids Club District Coordinator and training opportunities for the purpose of reviewing and coordinating after school activities
5. Oversees Kids Club registration, attendance, and billing

QUALIFICATIONS:

1. A minimum of an Associate's Degree from an accredited college or university in a related field
2. A minimum of five (5) years related experience in childcare
3. Proven ability to provide a supportive and caring environment for children
4. CPR/First Aid Certification preferred

ATTRIBUTES:

- An ability to work effectively with diverse groups: administration, faculty, children, AND parents
- Committed to the core values of the district
- Demonstrated aptitude and competence to operate in an organized manner
- An unwavering commitment to student success
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- Able to delegate and exercise good judgment
- Detail oriented and able to multi-task

TERMS OF EMPLOYMENT:

- Annual Work Schedule: School Year – Hourly
- Health and Other Benefits Per District Policies and Agreements

HIRING RANGE: \$22.00 - \$25.00 per hour

EVALUATION: The performance of this job will be evaluated by the appropriate Administrator in accordance with provisions of the School Committee’s policy on Evaluation of Non Instructional School Support Personnel.