

Anoka Hennepin Independent School District #11

Position Standard

Adventures Plus - Site Leader

The Adventures Plus Site Leader reports to and takes direction from the Site Coordinator and Program Coordinators.

SUMMARY OR RESPONSIBILITIES

Plan and carry out activities for school-age children and supervise children involved in the program. Most assignments will be split shifts. Supervise Child Care Assistant staff. Perform other duties as assigned.

DUTIES AND RESPONSIBILITIES

- Plan and provide enriching and age-appropriate activities to meet the needs of all children both AM and PM, including implementing all Adventures Plus initiatives.
- Adapt activities, as needed, to allow active participation by the child/ren.
- Maintain accountability and ratios during program hours and communicate staffing issues and changes to Site Coordinator.
- Ensures program safety guidelines on and off site. Demonstrates knowledge of site emergency plan.
- Demonstrate great customer service. Greet children and families daily.
- Implement site standard accommodations for all students and train staff accordingly.
- Implement a child's health plan and/or safety plan which may include use of communication device, use of visuals, adaptive equipment, toileting, feeding and self-care procedures (Example - Diabetes management, catheter cares, feeding tubes and transitioning a student to and from a wheelchair). Train staff accordingly and provide assistance to struggling staff.
- Implement a child's behavior modification plan with students who may display behaviors such as inappropriate verbal and/or physical behaviors. Train staff accordingly and provide assistance to struggling staff.
- Appropriately respond to a situation involving an escalated child.
- Display respect for individual differences, backgrounds, and interests by using inclusive materials and equipment.
- Follow Adventures Plus and Anoka Hennepin School District policies and procedures.
- Attend and actively participate in all staff meetings and required professional development.
- Maintain professional boundaries, a positive attitude and be a positive role model at all times.
- Work cooperatively with other Site Leaders, Site Coordinators, and school personnel during school days, Non-School Days and Summer.
- Assist in maintaining organization of paperwork and site needs.

STAFF SUPERVISORY RESPONSIBILITIES:

Provide work direction, training and mentoring to all child care assistants, Lane 2 child care assistants, volunteers, and interns. Participate in the employee goal setting and evaluation process. Provide regular feedback and address performance concerns in a timely manner.

QUALIFICATIONS:

Must demonstrate aptitude for working with school-age children. High School Diploma or equivalent. Associate's degree (60 college credits) / Child Development Associate Certificate (CDA); and 1 year (2080 hours) of experience working with children. ~ OR ~ 24 credits in Areas of Training/Credit listed below; and 2 years (4160 hours) of experience working with children in Out of School Time (OST).

Certificates, Licenses and Registrations: First aid/CPR and CPI certified upon hire within 90 days - provided free of charge by Adventures Plus.

Language Skills: Appropriate oral and written communication skills to work positively with staff, families and children. Responsible for confidential information regarding staff, families, and children.

Mathematical Skills: Basic math skills - counting and tracking students and maintaining ratios.

Reasoning Ability: Anticipate and react appropriately and recognize when to request and/or provide assistance.

Other Skills and Abilities: Basic technology knowledge to assist students and maintain designated records.

PHYSICAL FACTORS INCLUDE:

Frequent: standing, walking, lifting waist to chest; lifting below waist; carrying, stooping, kneeling, crouching, squatting, twisting/pivot, reaching, simple grasp, firm grasp, fine manipulation; feeling, talking, hearing & visual accommodation; must be able to lift a minimum of 40 pounds

Occasional: sitting, pushing, pulling, climbing, crawling, and exposure to weather when supervising children during outdoor play time.

WORK ENVIRONMENT:

Adapt to the environment of the children. Work with Site Coordinator to create a welcoming and inclusive environment for all staff, students and families. Foster a cooperative and collaborative work environment.