

# PERSONNEL VACANCY

Edwardsville Community Unit School District #7

FY: 19-068

DATE: January 2, 2019

## POSITION DESCRIPTION

*Job Title*

**BEFORE AND AFTER SCHOOL CHILD CARE COUNSELORS**

**Location:**

**District**

**Job Description:**

**See Reverse**

**Terms:**

**9 month positions**

**Hours:**

**2.75 hours before school and/or 2.75 hours after school**

**Salary:**

**\$10.00 per hour**

**Qualifications Required:**

- \*Must meet educational requirements for child care worker under existing DCFS regulations**
- \*Current CPR/First Aid certification**
- \*Excellent communication skills – both verbal and written**
- \*Ability to perform all duties as outlined on reverse**

**Contingent Upon:**

**Board approval**

**Closing Date for Application:**

**January 9, 2019 or until filled**

**Submit Application/Resume/Letters to:**

**Dr. Nancy Spina  
Assistant Superintendent/Personnel  
Edwardsville Community Unit School District 7  
708 St. Louis Street  
Edwardsville, IL 62025**

**Please download application from  
[www.ecusd7.org/kidzone](http://www.ecusd7.org/kidzone)**

The Edwardsville Community Schools offer employment without regard to race,  
Color, creed or religion, age, sex, national origin, or handicap

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## **BEFORE & AFTER SCHOOL CHILD CARE COUNSELOR JOB DESCRIPTION EDWARDSVILLE COMMUNITY UNIT SCHOOL DISTRICT 7**

### **Minimum Qualifications:**

1. Must be at least 19 years of age as per DCFS regulations
  2. Current CPR/First Aid certification
  3. Must meet educational requirements for child care worker/school age worker under existing DCFS regulations:
    - 30 semester hours of college credit from an accredited college or university with 6 semester hours in courses related to school age child care, child development, elementary education, physical education, recreation, or related fields.
- OR**
- 6 semester hours in courses related to school age child care, child development, elementary education, physical education, recreation, or related fields **and** 1560 clock hours of experience in recreational program or licensed center serving school age children
- OR**
- High School diploma **plus** 3120 clock hours of experience in a recreational program, kindergarten, or licensed day care center serving school-age children or a license exempt school-age child care program operated by a public or private school

### **Organizational Skills:**

1. Prepares and distributes materials and supplies necessary for activities in a timely manner
2. Starts children on tasks quickly and assures efficient transitions between activities
3. Maintains a high level of time-on-task for all students
4. Monitors student behavior continuously, encouraging appropriate behavior and addresses inappropriate behavior
5. Completes reports and records accurately and promptly

### **Personal Qualities:**

1. Interacts with students in a mutually respectful manner
2. Expresses verbal enthusiasm
3. Praises students for learning accomplishments, on-task behaviors and appropriate conduct
4. Gives all students opportunities to ask questions, contribute, and otherwise participate in group activities

### **Professional Demeanor:**

1. Maintains punctuality and regular attendance
2. Maintains appropriate communication with colleagues and supervisors
3. Maintains accurate and positive communication with students and parents
4. Takes steps toward professional development

### **Responsibilities:**

1. Assists with opening and/or closing site
2. Greets parents and children
3. Assists in implementing activities
4. Supervises children
5. Performs other duties as assigned

### **Essential Physical Requirements:**

1. Must be able to lift, push or pull up to 50 pounds on a regular basis
2. Must be able to speak, hear, see, write, walk, climb, stand, stoop, kneel, bend, twist, turn, push, pull and reach (above head and below knees) on a regular and repetitive basis
3. Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties