PERSONNEL VACANCY
Edwardsville Community Unit School District #7

FY: 19-133                                               DATE: May 10, 2019

POSITION DESCRIPTION

Job Title
BEFORE AND AFTER SCHOOL CHILD CARE COUNSELORS

Location: District

Job Description: See Reverse

Terms: 9 month positions – beginning August 2019

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: May 17, 2019 or until filled

Print Application and Submit to:
www.ecusd7.org/departments/personnel
Application/Forms; Kid Zone

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

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

PLEASE POST
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